

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
January 3, 2017  
7:00 P.M.**

**There will be a welcome reception for incoming Councilmember Denkinger beginning at 6:00 p.m. on January 3, 2017 prior to the regular City Council meeting.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OATH OF OFFICE**

**STATE OF THE CITY ADDRESS**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

- Sheriff's Office Update – Deputy Sheriff Jack Serier
- Mounds View High School Robotics Team (Musty Bots)

**CITIZENS COMMENTS** - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**COUNCIL COMMENTS**

**CONSENT AGENDA** - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. December 12, 2016 City Council Workshop Meeting Minutes
2. December 19, 2016 City Council Meeting Minutes

3. Receipt of Committee/Commission Minutes  
--Bikeways & Trailways Commission; December 1, 2016
4. Verified Claims
5. Purchases
6. Developer Escrow Reduction
7. Authorize Replacement Purchase of Units 302, 303, 304, and 611
8. Approve License Applications

## **PUBLIC HEARING**

## **GENERAL BUSINESS**

9. Site and Building Plan Review – 3495 North Victoria Street, Station 19 Architects (St. Odilia)
10. Authorization to Hire BWBR Architects for the Community Center Expansion Project
11. Designation of Legal Newspaper for 2017
12. Committee/Commission Reappointments
13. Council Appointments for 2017

## **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

## **SPECIAL ORDER OF BUSINESS**

## **ADJOURNMENT**

**\* Denotes items that require four votes of the City Council.**

**CITY OF SHOREVIEW  
MINUTES  
CITY COUNCIL WORKSHOP MEETING  
December 12, 2016**

**CALL TO ORDER**

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on December 12, 2016.

**ROLL CALL**

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

Staff: Terry Schwerm, City Manager  
Rebecca Olson, Assistant to City Manager

State Legislative Delegation: Senator Jason Isaacson, Senate District 42  
Representative Randy Jessup, House District 42A  
Representative Jamie Becker-Finn, House District 42B

**DISCUSSION WITH STATE LEGISLATIVE DELEGATES**

The Council met with the local state legislation delegates to discuss legislative priorities of the City in the upcoming session.

Mayor Martin noted the Municipal Legislative Commission (MLC) Regional Breakfast for the east metro on Friday, February 10, 2017, from 8:00 to 9:30 a.m. at the League of Minnesota Cities building in St. Paul. The MLC is composed of many second tier suburban communities who share many similar characteristics. Most of the cities do not receive Local Government Aid (LGA), which is the case for Shoreview. She urged legislative delegates to attend this meeting as it would be very informative for them.

City Manager Schwerm presented an overview of City priorities. Shoreview is a member of the Municipal Legislative Commission (MLC), as well as the Minnesota League of Cities and Metro Cities. All of these organizations lobby the legislature on behalf of city issues. He noted that Councilmember Wickstrom has served on the Metro Cities Board for a number of years.

One major focus of the MLC is tax relief. The MLC supports tax relief through the circuit breaker program, rather than through an increase to Local Government Aid (LGA). This is sometimes a difficult issue because outstate cities are generally supportive of increased LGA because their tax base is not as large as metro cities. The circuit breaker tax relief program is based on income and is provided directly to property owners who qualify for property tax relief

based on their income. The circuit breaker program provides tax relief that is equitable to everyone throughout the state. The Voss Database measures the percentage of income being used to pay property taxes. The database shows that metro area property owners pay a higher percentage of their income (2.9%) in property taxes while outstate taxpayers pay a lower percentage of their income in property taxes (2.2%). That is why the MLC supports property tax relief through the circuit breaker program.

A second key area of focus is investment and funding of transportation, both in roads and bridges and in transit. Shoreview does not have access to a lot of transit opportunities. In a recent meeting with Metro Transit, further extension to the A line (Snelling Avenue corridor) from Rosedale to the north was discussed. This will only be possible if transit ridership can be increased and funding can be identified.

Mayor Martin noted that Ally Financial is now located in Shoreview on Lexington and County Road F within the Shoreview Corporate Center. This location is their central headquarters with several hundred employees and they have plans to hire 200 more. Other major employers in the area include Boston Scientific and Land O'Lakes. There currently is an empty building in the Corporate Center that will potentially be demolished for the property to be redeveloped into two 5-story market rate apartment buildings with a total of 400 units. The development will occur in two phases. If transit were available in this area, it would be a great benefit.

Representative Jamie Becker-Finn asked if the A line proposal would then jog over to Lexington. Mr. Schwerm answered that is what is preferred by Metro Transit.

Mr. Schwerm stated that another priority is to restore the cuts to the Job Creation Fund and the Minnesota Investment Fund. These funds help economic growth in the state. The cuts impacted suburban communities. Approximately 26% of the Job Creation Fund was used in MLC cities and 22% of Minnesota Investment Fund are used in MLC cities.

MLC is also strongly opposed to fiscal limitations on cities, such as levy limits or reverse referenda. Councilmember Wickstrom noted that approximately half of Shoreview's property tax increases in the past several years have been for public safety.

Mayor Martin urged legislators to take a copy of the City's benchmark budget document that compares Shoreview's property taxes to other cities. Shoreview takes pride in long-range financial planning and has been able to keep tax levies to smaller incremental increases on an annual basis. In comparison to other cities of similar size, Shoreview is 5th lowest in City taxes. However, once County and school taxes are added in, property taxes are slightly above the average.

Mr. Schwerm stated that Shoreview is strongly in support of a Ramsey County initiative to replace the Rice Street Bridge, which has been promised for a number of years. Little Canada, Vadnais Heights, Shoreview, and Ramsey County have invested in pre-design work to make sure the project is shovel ready when funding is made available.



Mayor Martin added that the bridge project is not just about replacing an old bridge but will positively impact economic development along that corridor. There is pending development interest on all four quadrants of the bridge site. Delaying this project is holding up development.

Senator Isaacson asked about the design with four roundabouts. Mr. Schwerm explained that several designs are currently being considered. One is with three roundabouts that would be less expensive and would handle traffic well. Long-term traffic projections show that by 2040, some designs would mean a traffic functioning at the level of what is in place today and roundabouts do move traffic more efficiently. He noted that there will be a significant cost to acquire right-of-way for this project.

Senator Isaacson stated that the Governor is supportive of this project being incorporated into the state bonding bill. There are problems with the bonding bill and with revenue forecast. The tax bill that was passed will mean a structural deficit in the budget within 4 years. That issue is being addressed, and he is not sure how that might impact the bonding bill. He believes ultimately the bonding bill will pass and be signed by the Governor.

Representative Becker-Finn stated that if, for some reason, the Rice Street Bridge is not passed, that will be a priority of hers.

Senator Isaacson stated he plans to focus on jobs, education, and transportation. With Republicans having a wide majority in the House and a 1-seat majority in the Senate, he anticipates many vetoes. If MNsure health care fix can be resolved, a bonding bill passed, and a tax bill passed that does not lead to structural deficit, then the chances of a successful legislative session increases dramatically. He also believes that the State needs to develop a long term financing plan for transportation and transit needs, but there is not agreement between the legislators on the best method to do this. He will serve on the Higher Education Committee. The chair of that committee is not talking about taking care of student loans or better quality education but is focusing on stem cell research. He is hoping for new alliances that will help. There are some very good people in the Senate, and he is hopeful those people can move their caucus toward bipartisan work. However, the expanded majority of republicans in the House may mean less motivation to compromise.

Representative Becker-Finn stated that committee assignments are not yet known. Her interest is in early education. She plans to focus on relationship building and thinking in the long term. The class for new legislators has been helpful for people to get to know one another.

Representative Jessup stated that he anticipates regular dialogue with Representative Becker-Finn and Senator Isaacson. He hopes to work in the middle of the road and not necessarily line up with the Republican side. As a new legislator, he plans to do a lot of listening. No one wants to see a government shut-down, and he wants to see some positive things accomplished. Things the Governor wants to accomplish will have to be done in this session. He would like to see both sides end the session knowing that some good things were accomplished.

Senator Isaacson stated that there is a growing consensus that there are three types of representation in the state: urban, rural and suburban. Suburban representatives are the majority

of Republican caucuses. A vote for suburban economic well-being could bring more bipartisan effort and could be a powerful voice that would build a bridge between the divide of Republicans and Democrats.

Councilmember Wickstrom noted that rural areas believe that because the metro cities receive more money, their rural tax money is going to cities. However, it is actually the opposite. The metro area is paying much more in taxes.

Councilmember Springhorn stated that he will be contacting legislators to discuss mental health issues.

Mayor Martin urged legislative delegates to keep communication open with City officials during the session. She thanked delegates for coming and wished them a happy holiday.

### **DISCUSSION REGARDING COMMUNITY CENTER EXPANSION PLAN AND SHOREVIEW COMMONS MASTER PLAN**

City Manager Schwerm noted that the plans supported by the Council in October have been reviewed and are also supported by the Parks and Recreation Commission. The total cost for the Community Center expansion, including an expansion to the gym area and indoor/outdoor pool area, is approximately \$11 million. Cost of the Commons Master Plan for components reviewed in the central area from the pavilion to the destination playground, would be approximately \$4 million to \$5 million. The CIP currently has a placeholder for \$8 million for a Community Center expansion and Commons Master Plan improvements. Approximately \$4 million of that \$8 million was funded in cash from the Community Investment Fund and two one-time contributions of \$200,000 each from the Recreations Program Fund and Community Center Fund. Then a \$4 million bond issue would be paid for from the Community Investment Fund. The Community Investment Fund is funded from revenue from the utility franchise fee and the cell tower and billboard leases.

Staff believes is important to do the Community Center expansion and Commons Master Plan improvements at the same time. One reason is that the Mounds View School District student enrollment is growing. The sooner these amenities are available, the better opportunity for the City to continue to attract the family market. All of the improvements are consistent with City Council goals of enhancing park and recreation facilities and making the community attractive to young families. Further, when an expansion is undertaken, there is disruption to the facility and grounds. It would be preferable to shorten the length of time that the area is under construction.

Councilmember Springhorn asked if the Tropics Water Park can remain open during construction. Mr. Schwerm stated that the water park and fitness center will need to be open during the construction since they are the two areas that generate the most operating revenue for the Community Center. The timing of construction and any planned disruption of certain areas within the building will be very important to discuss during the design and bidding process.

He reported that City Finance Director Fred Espe has discussed the best way to finance the entire project with the City's financial advisor, Terry Heaton at Springsted. Financing for the

Community Center expansion is proposed through an \$11 million abatement bond. The cash in the Community Investment Fund, \$4 million, would then be used for the Commons Master Plan improvements. He is confident the \$11 million estimate for the expansion is fairly accurate because the plans have been reviewed by a construction contractor.

The bond issue for \$11 million would be spread over 20 years. The debt service for that bond issue would be approximately \$780,000 per year. Various funding sources will be used for the annual bond payment including: Community Investment Fund, \$275,000; General Fixed Asset Revolving Fund, \$200,000; and a \$305,000 debt service levy. The \$305,000 debt service levy would require a City property tax increase of about 3% above the current projected cost of living adjustments in the levy of approximately 3%-4%. If the debt levy increase is spread over two years, it would result in a projected total tax levy increase of between 4%-5% for both 2018 and 2019. Once the debt levy is incorporated into the budget, this amount becomes a part of the base levy. Schwerm did note that the projected levy in 2018 was higher in part because of the addition of the Park and Recreation Director position into the budget.

Councilmembers Quigley and Johnson expressed concern about not having a Park and Recreation Director with a bigger facility and what the experience will be for users without someone overseeing the entire operation. The position has been delayed for a number of years, and now the City is undertaking a massive new project, which will require more oversight. Schwerm indicated that he believes that the position will be needed at some point, but that the current staff has done a great job of handling the operations of the Department and are not seeing an immediate need for a director level position. He noted that it will be necessary to hire some type of construction manager to oversee the construction of the building project.

Mayor Martin stated that her concern is that if, for some reason, a new City Manager had to be hired, the City would not be able to hire a new City Manager who would also serve as the Park and Recreation Director. Mr. Schwerm responded that part of that position is funded in 2018, which makes the projected tax levy increase in 2018 at more than 5%.

Mr. Schwerm explained that the proposed funding for the Community Center and Master Plan for the Commons uses all of the available bonding capacity in the Community Investment Fund and reduces available revenue in the fund for park and trail improvements to approximately \$500,000 per year from the current \$800,000 a year. The financing proposal is consistent with City's adopted policy to not use more than half of the Community Investment Fund revenue for debt. This is a sound policy that prevents use of the entire fund, which could impact future planned park and trail improvements. The proposed financing plan for both the Community Center expansion and Master Plan improvements is consistent with this policy. Although there is an additional general debt levy required for the project, it is recommended that it be spread over two years to reduce the overall impact to the tax levy. The goal of the financial plan presented is to be able to do all of the Community Center improvements and a major portion of the Commons improvements all at one time.

Mayor Martin expressed her support and believes the plan presented is doable.

Councilmember Quigley requested a type of graphic or dashboard that would show how all the parts of this project interact and the impacts and the timing. He agrees that the project cannot be piecemeal, and with good financing in place, he is supportive.

Mayor Martin noted that there will be increased competition, as other cities consider building community centers. The City needs to continue to keep the Community Center fresh and exciting. These proposed plans are exciting.

Councilmember Johnson suggested using social media to communicate and inform the public about the planned project. Social media could be used as an advocate for the project.

Councilmember Wickstrom agreed that social media can be used for this, but many people do not communicate in that way. It is the people at the extremes who use this form of communication. Ms. Olson added that if social media is used for input, then the question is whether the Council is going to act on that feedback and change the plans. It is important to have a communication plan on what will be done with the input before deciding on what to ask or say about the project.

Mayor Martin stated that these improvements should be considered an essential business expansion that has been analyzed by the Council, staff and Park and Recreation Commission. She would communicate it in terms of future changes at the Community Center and the exciting things that are going to happen. Renderings and pictures can be posted around the building.

It was the consensus of the Council to move forward with hiring an architect to plan for construction in 2017/2018 and support the finance plan as presented.

### **OTHERE ISSUES**

It was the consensus of the Council to extend the application deadline for the Planning Commission from December 15th to December 31, 2016.

The meeting adjourned.

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
December 19, 2016**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on December 19, 2016.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

**APPROVAL OF AGENDA**

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the December 19, 2016 agenda as submitted.

**VOTE:**                      **Ayes - 5**                      **Nays - 0**

**PROCLAMATIONS AND RECOGNITIONS**

Mayor Martin welcomed members of Boy Scout Troop 6871 who were attending the meeting as part of work for a Citizenship Badge.

Mayor Martin welcomed friends, former Councilmembers and Planning Commissioners who were in attendance to recognize Councilmember Wickstrom who has served the City Council for 20 years and will retire as of December 31, 2016. Previous to the City Council, Councilmember Wickstrom served 8 years on the Environmental Quality Committee, the last 5 of which she also served on the Bikeways and Trailways Committee.

Mayor Martin noted that it was Councilmember Wickstrom who persuaded her to run for Mayor in 1996, and then organized her campaign. Among Councilmember Wickstrom's many achievements in supporting good projects for Shoreview, she persuaded the developer of the University property to donate 10 acres as park land for girls' fast pitch softball fields.

Councilmember Quigley added that Councilmember Wickstrom is a very hard worker. Any project she undertakes or supports has her commitment to work to see it is accomplished.

Councilmember Johnson stated that when she decided to run for City Council, Councilmember Wickstrom was one of the first to call her. As she campaigned, she came to realize how much support there is in the City for Councilmember Wickstrom. She recognized Councilmember Wickstrom for not only her work in the City but also in the state.

Councilmember Springhorn stated that he moved to Shoreview in 2001 and does not know what it will be like to not have Councilmember Wickstrom on the Council. He thanked her for helping him and advising him on his campaign, as well as all the service she has given to the community.

Mayor Martin presented Councilmember Wickstrom with a framed Shoreview photograph from the City in appreciation for her service, dedication and hard work.

County Commissioner Blake Huffman stated that he served with Councilmember Wickstrom for 16 years on the City Council and thoroughly enjoyed working with her. He read the following proclamation:

WHEREAS, Ady Wickstrom was elected to the Shoreview City Council in 1996;  
WHEREAS, Ady Wickstrom has been an active civic and community leader who has served on many local and regional committees;  
WHEREAS, Councilmember Wickstrom's current term expires on December 31, 2016, and she is retiring from her Councilmember role after 20 years of service;  
WHEREAS, the residents of Shoreview and Ramsey County have benefitted from Ady's decades of leadership and service;  
NOW, THEREFORE BE IT PROCLAIMED, that the Ramsey County Board of Commissioners thanks Ady Wickstrom for her years of service and leadership to the City of Shoreview and to Ramsey County and further proclaims that the Ramsey County Board of Commissioners declares Monday, December 19, 2016, forever as Ady Wickstrom Day in Ramsey County.

Councilmember Wickstrom expressed her great appreciation for being able to serve the residents of Shoreview for the last 20 years. She thanked everyone for the support that has been given to her over that time. The City has a great staff that makes the Council look good. She thanked all City employees for their efforts since they are the ones who get things done in the community. She will especially miss how much she has enjoyed working with the Council, staff and many people in the community.

## **CITIZEN COMMENTS**

There were none.

## **COUNCIL COMMENTS**

### **Councilmember Wickstrom:**

Acknowledged the wonderful concert given by the Shoreview Northern Lights Variety Band on December 10th. There were two choirs that were amazing. She urged people to continue to go to the concerts, which are phenomenal.

### **Councilmember Springhorn:**

The Mounds View High School choir and orchestra will perform December 19, 2016 at 8:30 p.m.

### **Councilmember Johnson:**

Urged residents to check on their neighbors in cold weather and help with shoveling driveways if needed. She wished everyone a safe and wonderful holiday.

### **Councilmember Quigley:**

The skating rinks opened earlier in the day and will be open depending on weather.

### **Mayor Martin:**

The indoor Farmers' Market will be Tuesday, December 20, 2016, at the Community Center, from 3:00 to 6:00 p.m. Santa Claus will be present.

The Grand Opening of the new Ramsey County Regional Library will be January 28, 2016.

Shoreview has now completed the biggest infrastructure project in the history of the City with the completion of the Water Treatment Plant. It was a \$12 million project that was finished on time and on budget. When stories about water problems across the country are reported, this is a reminder of Shoreview's long-range, proactive planning for the future. Although the new water treatment plant cost a lot of money, it is for the safety and health of our residents. Congratulations, especially to Public Works Director Mark Maloney and City Engineer Tom Wesolowski, who oversaw the complex project.

Councilmember Wickstrom added that she took a tour and was amazed at the facility, what it does and all the thought that went into building it. She believes it is money well spent.

## **CONSENT AGENDA**

**MOTION:** by Councilmember Johnson, seconded by Councilmember Springhorn to adopt the Consent Agenda for December 19, 2016, and all relevant resolutions for item Nos. 1, through 13:

1. December 5, 2016 City Council Minutes
2. Receipt of Committee/Commission Minutes
  - Planning Commission, November 15, 2016
3. Monthly Reports:
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Parks and Recreation
4. Verified Claims in the Amount of \$1,531,782.24
5. Purchases
6. Designation of Official Depositories for 2017
7. Developer Escrow Reductions
8. Authorize Execution of Professional Services Agreement for Preliminary Design of A Portion of Owasso Boulevard North
9. Solid Waste Haulers License for 2017
10. Approve Resolution Calling for a Public Hearing in Consideration of Tax Increment District No. 11 for Proposed Redevelopment at 1005 Gramsie Road
11. Certification of Delinquent Tree Removal Charges
12. Certification of Delinquent Utility Bills
13. Approve Tree Trimmer Licenses for 2017

ROLL CALL:                      Ayes - 5                      Nays - 0

## **PUBLIC HEARING: ASSESSMENT HEARINGS - NUISANCE ABATEMENTS - 189 JERROLD AVENUE AND 220 NORTH OWASSO BOULEVARD**

### **Presentation by City Planner Kathleen Castle**

A public hearing is requested to assess costs of nuisance abatements on 189 Jerrold Avenue and 229 North Owasso Boulevard.

Resolution 16 58, adopted by the City Council regarding 189 Jerrold Avenue, authorized abatement of vegetative growth and the charge to the property owner for abatement costs. The bill for the costs sent to the registered property owner, in the amount of \$195.36, remains unpaid.



Two emergency abatements have been carried out at 229 North Owasso Boulevard. The first was to secure openings to the structure. The openings were boarded up. The second abatement was to remove refuse. The registered property owner was billed for the costs of the abatement in the amount of \$707.83. That bill remains unpaid.

City Attorney Beck stated that he has reviewed the notice for the public hearing, and it is in order.

Mayor Martin opened the public hearing. There were no questions or comments.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to close the public hearing at 7:25 p.m.

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Johnson, seconded by Councilmember Quigley to approve Resolution 16-124 adopting the assessment for the cost of the nuisance and/or vegetative growth abatement at the properties located at: 189 Jerrold Avenue, and 220 North Owasso Boulevard.

ROLL CALL: Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin  
Nays: None

## **GENERAL BUSINESS**

### **ITEMS RELATED TO THE BUDGET AND 2017 TAX LEVY**

- A. AMEND 2017 DEBT LEVIES**
- B. ADOPT 2017 TAX LEVY (CITY, HRA, EDA)**
- C. AMEND 2017 BUDGET**
- D. AMEND CAPITAL IMPROVEMENT PROGRAM FOR 2017 THROUGH 2021**
- E. ADOPT ORDINANCE 947 ESTABLISHING 2017 UTILITY RATES**

### **Presentation by Finance Director Fred Espe**

The City held a public hearing on the budget and tax levy on December 5, 2016. The Council is now being asked to take action on the following five 2017 budget items.

### **Debt Levy**

Levies are established for debt at the time debt is issued and are recorded at Ramsey County. The only way a debt levy can be changed is through Council action. The

recommendation is to change the debt levy to \$731,000, which is \$894,506 less than the scheduled levies.

### **Tax Levy**

The 2017 tax levy is \$11,085,632, a 3.92% increase from the 2016 levy. The 2017 HRA levy is \$105,000. The total increase is 3.93%. This increase will impact the median value home in Shoreview with an increase of \$22.47 per year, or 2.7%. With all taxing jurisdictions, the total increase to a median value home will be \$38.14 over 2016.

### **2017 Budget Amendments**

The City is required to adopt legal budgets for the General and Special Revenue Funds. Budgets for all other funds are used as a monitoring tool of the funds. Amendments also relate to the job classification system and benefit adjustments with a 2.5% wage adjustment and a \$30 health insurance increase for both insurance and the family VEBA contribution.

Within the budget, amendments are needed for inter fund transfers. This occurs when resources are accumulated in one fund that support costs in another fund. Transfers are routine in the budget process and are reviewed as part of the year-end audit.

### **Capital Improvement Program (CIP)**

The City has a five-year Capital Improvement Program (CIP) that establishes City projects for the next five years. Amendments to projects are presented but not authorized in the CIP. Any cost or project above \$25,000 must receive separate City Council approval. Replacements account for approximately 80% of the total CIP, excluding the Water Treatment Plant and the planned Community Center expansion.

### **2017 Utility Rates**

The objectives for the 2017 utility rates are:

- Maintain sufficient cash balances
- Support operating costs and debt payments
- Provide for repair and replacements
- Utilize long-term emphasis for rate setting
- Estimate gallons using base year approach for rates

The recommended rate changes would be a quarterly increase of \$8.78 for very low usage customers. Average use customers would see an increase of \$12.74 per quarter. A very high user would see an increase of \$48.70 per quarter.

Minnesota law requires the City to adopt a budget and tax levy and certify them to Ramsey County and the State by December 28, 2016.

Councilmember Quigley requested information on the scope of the budget to show why such a large amount is needed for various City operations and the CIP. City Manager Schwerm stated that the overall operating budget is approximately \$26 million. That includes the General Fund, all operating funds, utility and enterprise funds and special revenue funds, such as the Community Center. CIP costs over the next five years range from a low of approximately \$6 million to a high of \$15.5 million a year. That is in addition to the \$26 million operating budget. The CIP varies from year to year depending on the projects scheduled, but averages from \$7 million to \$10 million a year. The tax levy is between \$10 million and \$11 million, and less than 10% is for the City's debt levy. Most of it is for the General Fund, which supports basic services including police and fire, street maintenance, and park maintenance.

Mr. Espe added that even though there are fluctuations in CIP projects over the five-year period, planned levy increases are one on an incremental basis in order to eliminate peaks and valleys in the tax levy.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt proposed resolution number 16-117 reducing debt levies for fiscal year 2017 per Minnesota Statutes.

ROLL CALL: Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin  
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to adopt proposed resolution number 16-118 adopting a City tax levy of \$11,085,632 and an HRA tax levy of \$105,000 for taxes payable in 2017.

Discussion:

Councilmember Wickstrom stated that for the past 20 years, she has been very proud of the fact that Shoreview has passed responsible budgets and levies to make sure Shoreview runs smoothly, and because of long-range planning, there are no surprise tax increases. There are sufficient reserve budgets to be able to pay for unexpected items when needed.

ROLL CALL: Ayes: Springhorn, Wickstrom, Johnson, Quigley, Martin  
Nays: None

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adopt resolution number 16-119 approving the 2017 budget amendments, transfers between funds, benefits and job classification system and pay plan as detailed on the attached pages.

ROLL CALL: Ayes: Wickstrom, Johnson, Quigley, Springhorn, Martin  
Nays: None

MOTION: by Councilmember Springhorn, seconded by Councilmember Wickstrom to adopt resolution number 16-120 amending the capital improvement program for the years 2017 through 2021 as detailed on the attached pages.

ROLL CALL: Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin  
Nays: None

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the attached ordinance number 947 establishing a utility fee schedule effective January 1, 2017.

ROLL CALL: Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin  
Nays: None

#### **ADJOURNMENT**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adjourn the meeting at 7:40 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_ 2017.

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Terry Schwerm  
City Manager

# **SHOREVIEW BIKEWAYS & TRAILS COMMITTEE**

## **Meeting Minutes**

**December 1, 2016**

### **1. CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

### **2. ROLL CALL**

Members Present: Craig Francisco, Bob Johnson, Craig Mullenbach, Ted Haaf, Jay Martin, Keith Severson, and Bill Zerfas

Members Absent: Mark Stange, John Hakes

Guests: None

City Staff: David Yang

### **3. APPROVAL OF AGENDA**

The committee approved the agenda.

### **4. APPROVAL OF MEETING MINUTES**

The November 3<sup>rd</sup> meeting minutes was reviewed and approved by consensus of the Committee members present.

### **5. COMMITTEE DISCUSSION ITEMS**

#### **A. Public Works Monthly Report**

- a. City staff presented highlights from the November 2016 Public Works monthly report and provided an update on current projects. A discussion took place in regards to street and sidewalk/trail plowing procedures and priorities. Members noted that the City is doing a great job in clearing the trails but also asked if regular trail maintenance takes place during the winter (e.g. cutting overhanging branches).

DRAFT

- b. Staff noted that a survey of the local drainage basin and regional drainage infrastructures has been completed, which came about from a partnership with the county, watershed district, and other area representatives to gain a better understanding of drainage patterns and other elements that are contributing to roadway and trial flooding. The watershed district will be responsible for handling the survey data and drainage modeling.

B. New Trail Construction in 2016 (Grand Ave. to Owasso Blvd N.)

- a. Staff gave details on the new trail segment that was completed as part of the Grand Avenue neighborhood reconstruction project this year. The trail is approximately 600 feet long and ties the west end of Grand Avenue to Owasso Boulevard North. The primary purpose of this trail is to serve as an emergency outlet for residents in the case of a train derailment blocking access to Soo Street.

C. Other Topics

- a. Committee members noted that the section of trail on the east side of Lexington Avenue from Highway 694 to the private driveway north of Red Fox Road is not safe to traverse due to layers of sediments deposited on the trail from construction and erosion. Committee members recommend City staff contact the county to clean up the trail and sod the boulevards after having completed their county project.
- b. Committee member Ted Haaf recommends the company Upper Cut, which is licensed to do work in the City, for residential tree trimmings base on his good experience after hiring them.
- c. Committee member Bill Zerfas asked if it would be possible for the City to add street lights to the bus stops along Lexington Avenue for safety precautions. Staff noted that since Lexington Avenue is under Ramsey County jurisdiction, the issue should be taken up with the county instead.
- d. Committee members voted to postpone the next B&T Committee meeting to February 2017.

The meeting was adjourned at 7:47 P.M.

DRAFT

## MOTION SHEET

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the following payment of bills as presented by the finance department.

Date	Description		
12/16/16	Accounts payable	\$	219,578.59
12/21/16	Accounts payable	\$	108,923.71
12/28/16	Accounts payable	\$	647,669.58
12/28/16	Accounts payable	\$	66,078.14
	<b>Sub-total Accounts Payable</b>	<b>\$</b>	<b>1,042,250.02</b>
12/23/16	Payroll (including direct deposits)		\$169,807.31
	<b>Sub-total Payroll</b>	<b>\$</b>	<b>169,807.31</b>
	<b>Total</b>	<b>\$</b>	<b>1,212,057.33</b>

ROLL CALL:	AYES	NAYS
Denkinger		
Johnson		
Quigley		
Springhorn		
Martin		

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
3M	SIGN SUPPLIES	101	42200	2180		003	\$1,717.15	\$1,717.15
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001	\$401.19	\$401.19
ADVANTAGE SIGNS & GRAPHICS INC	SIGN VINYL	101	42200	2180		003	\$490.00	\$490.00
AE2S CONSTRUCTION LLC	COMMONS POND ELECTRICAL WORK	603	45850	3190		002	\$7,335.57	\$7,335.57
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003	\$291.66	\$291.66
BATTERIES PLUS	TRAILER BREAKAWAY BATTERY	701	46500	2220		002	\$19.99	\$19.99
BEISSWENGERS HARDWARE	TORO KEYS	701	46500	2220		002	\$3.99	\$3.99
BEISSWENGERS HARDWARE	TREAD TAPE FOR DECKS	701	46500	2220		002	\$15.49	\$15.49
BLAINE BROTHERS INC.	606 ALIGNMENT	701	46500	2220		001	\$193.38	\$193.38
CARD CONNECT	INGENICO CHIP&PIN CREDIT CARD READERS	422	40550	5800		020	\$1,178.00	\$1,178.00
CENTER FOR SOCIAL INCLUSION	ADVANCING RACIAL EQUITY COHORT 2017	101	40100	4500			\$8,000.00	\$8,000.00
CENTRAL ROOFING COMPANY	ROOF REPAIRS FOR COMM CNTR	220	43800	3810			\$2,778.00	\$2,778.00
COMMERCIAL FURNITURE SERVICES	NEW TABLE LEGS FOR SHOREVIEW ROOM	220	43800	2240			\$2,022.12	\$2,022.12
COMMERCIAL FURNITURE SERVICES	OFFICE CHAIR FOR PARK & REC	220	43800	2180			\$913.74	\$913.74
CRYSTEEL TRUCK EQUIPMENT	606 PLOW BLADE	701	46500	2220		002	\$84.78	\$84.78
FLEETPRIDE INC	PLOW FITTINGS	701	46500	2220		002	\$20.13	\$20.13
FORCE AMERICA INC	SENSOR 204 SPREADER	701	46500	2220		002	\$354.12	\$354.12
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240			\$63.48	\$63.48
GRAINGER, INC.	SUPPLIES FOR WTP	601	45050	2280		001	\$129.64	\$129.64
GRAINGER, INC.	FILTERS AND BROOMS FOR WTP	601	45050	2280		001	\$119.84	\$119.84
H & L MESABI, INC.	PLOW BLADES	701	46500	2220		002	\$2,695.42	\$2,695.42
HACH COMPANY	SAMPLING PACKS FOR WTP	601	45050	2280		001	\$799.17	\$799.17
HUGO EQUIPMENT COMPANY	BLADE ROTORS FOR SMALL TORO SNOWBLOWERS	701	46500	2220		002	\$99.96	\$99.96
L T G POWER EQUIPMENT	2 CYCLE OIL	701	46500	2130		001	\$29.90	\$29.90
LARSON COMPANIES	EQUIP OIL FILTERS	701	46500	2220		002	\$14.12	\$14.12
LUBRICATION TECHNOLOGIES, INC	DEF FLUID	701	46500	2130		001	\$315.06	\$315.06
MAILE ENTERPRISE INC	HYDRANT FLAGS	601	45050	2280		003	\$1,221.14	\$1,221.14
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$3,778.42	\$3,778.42
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002	\$2,598.95	\$2,598.95
MANSFIELD OIL COMPANY	DIESEL FUEL SPOT PRICING	701	46500	2120		002	\$869.91	\$869.91
MANSFIELD OIL COMPANY	DIESEL FUEL GENERATOR	701	46500	2120		003	\$1,490.99	\$1,490.99
METERING & TECHNOLOGY SOLUTION	BATTERY FOR TRIMBEL	601	45050	2280		001	\$356.70	\$356.70
MIDWAY SEWER SERVICE COMPANY	REMOVED SOCKS FROM TOILET DRAIN	220	43800	3190			\$227.00	\$227.00
MTI DISTRIBUTING, INC	TORO BROOM	701	46500	2220		002	\$60.75	\$60.75
NAPA AUTO PARTS	STARTING FLUID	701	46500	2130		001	\$3.98	\$3.98
NAPA AUTO PARTS	GASKET SEALANT	701	46500	2220		002	\$6.49	\$6.49
NAPA AUTO PARTS	DASH BULB FOR JD GATOROIL FOR GATOR	701	46500	2220		002	\$19.98	\$55.86
		701	46500	2130		001	\$35.88	
NORTHERN TOOL/BLUE TARP FINANC	TOOLS, PLOW PARTS, SAFETY HARNESS	701	46500	2400		006	\$30.33	\$186.27
		101	42200	2180		001	\$47.99	
		701	46500	2220		002	\$107.95	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	225	43520	2170		002	\$31.18	
		225	43555	2170			\$8.60	\$67.85
		220	43800	2201			\$22.19	
		220	43800	2201			\$5.88	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$35.14	
		101	40500	2010		008	\$11.82	
OFFICE DEPOT	GLUE STICKS FOR PRESCHOOL	225	43555	2170			\$13.56	
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$90.95	\$147.90
		225	43555	2170			\$36.81	
		230	40900	3190			\$20.14	



## COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line Amount	Invoice Amt
ON SITE SANITATION INC	TOILET RENTAL LAKE JUDY PARK	101	43710	3950			\$12.50	\$12.50
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950			\$5.00	\$5.00
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950			-\$85.00	-\$85.00
ON SITE SANITATION INC	TOILET RENTAL FOR COMMONS PARK	101	43710	3950			\$125.00	\$125.00
ON SITE SANITATION INC	RELOCATE TOILET AT BUCHER PARK	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT MCCULLOUGH PARK	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT SHAMROCK PARK	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT SITZER PARK	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT WILSON PARK	101	43710	3950			\$20.00	\$20.00
PLUMBMASER, INC	BATTERIES FOR TOWEL DISPENSERS	220	43800	2240			\$56.96	\$56.96
PLUMBMASER, INC	WALL MOUNT TOILET	220	43800	2240			\$370.14	\$370.14
SAFE-FAST INC	ICE RINK FLOODING GLOVES	101	43710	2180			\$244.26	\$244.26
SAFE-FAST INC	WORK GLOVES	101	42200	2180		001	\$264.00	
SHOREVIEW NORTHERN LIGHTS BAND	WINTER CONCERT TICKET SALES	101	22079		301		\$767.00	\$767.00
SIMPLEXGRINNELL LP	KITCHEN HOOD INSPECTION	220	43800	3810			\$208.96	\$208.96
ST. PAUL, CITY OF	ASPHALT FOR IRON REPAIRS	101	42200	2180		002	\$55.27	\$55.27
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110			\$1,496.61	\$1,496.61
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110			\$29.14	\$29.14
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110			\$700.56	\$700.56
SUPPLYWORKS	MICRO FIBER CLOTH	220	43800	2110			\$17.90	\$17.90
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$34.20	\$34.20
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,926.15	\$1,926.15
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$303.34	\$303.34
TOWN & COUNTRY FENCE	GATE OPERATOR AND INSTALL LABOR	701	46500	2220		002	\$5,195.00	\$7,995.00
		701	46500	3196		001	\$2,800.00	
TRI STATE BOBCAT, INC.	TOOL CAT BELT	701	46500	2220		002	\$21.93	\$21.93
TWIN SOURCE SUPPLY	MTCE CENTER CLEANING SUPPLIES	701	46500	2183		002	\$838.81	\$838.81
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT.	101	43710	3970			\$70.84	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT.	220	43800	3970			\$54.89	\$54.89
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.07	\$172.27
		601	45050	3970		001	\$43.07	
		602	45550	3970		001	\$43.07	
		603	45850	3970		001	\$21.53	
		701	46500	3970		001	\$21.53	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$48.51	
		601	45050	3970		001	\$48.51	
		602	45550	3970		001	\$48.51	
		603	45850	3970		001	\$24.25	
		701	46500	3970		001	\$24.25	\$194.03
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$70.84	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970			\$54.89	\$54.89
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.01	\$172.03
		601	45050	3970		001	\$43.01	
		602	45550	3970		001	\$43.01	
		603	45850	3970		001	\$21.50	
		701	46500	3970		001	\$21.50	
UNLIMITED SUPPLIES INC	NUTS + BOLTS	701	46500	2220		003	\$415.39	\$415.39
UNLIMITED SUPPLIES INC	NUTS + BOLTS	701	46500	2220		003	\$69.43	\$69.43
XTREME INC.	SUPERVISOR UNIFORM SHIRTS AND COAT	101	42200	3970		002	\$56.00	
		601	45050	3970		002	\$56.00	
		602	45550	3970		002	\$56.00	

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		603	45850	3970		002	\$28.00	
		701	46500	3970		002	\$28.00	\$224.00
YALE MECHANICAL INC	POOL AHU MAINT. REPLACE FILTERS& SERVICE	220	43800	3810			\$496.39	\$496.39
YALE MECHANICAL INC	BOIL TUNE UP AND SERVICE	220	43800	3810			\$2,878.80	\$2,878.80
YALE MECHANICAL INC	FALL MAINT. AND INSPECTION, PARK BLDGS	101	43710	3190			\$911.90	\$911.90
YALE MECHANICAL INC	AHU1 TRIPPING ON FREEZE-STAT, REPAIRED	220	43800	3810			\$1,758.86	\$1,758.86
YALE MECHANICAL INC	MUA OVERHEATING IN BOILER ROOM,REPAIRED	220	43800	3810			\$877.25	\$877.25
YALE MECHANICAL INC	QUARTERLY HVAC SERVICE CONTRACT	701	46500	3196		003	\$917.69	
ZIEGLER, INCORPORATED	303 GASKET AND O-RINGS	701	46500	2220		001	\$22.61	\$22.61
ZIEGLER, INCORPORATED	303 GASKET	701	46500	2220		001	\$9.67	\$9.67
Total of all invoices:								\$66,078.14

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLEN, DEANNE	CITY COUNCIL - 12/12/16, 12/19/16	101	40200	3190		001		\$200.00	\$400.00
		101	40200	3190		001		\$200.00	
ASCAP	MUSIC FOR 2017 YEAR	220	43800	2180				\$336.83	\$336.83
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$1,182.60	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$441.36	\$441.36
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 12-23-16	101	21720					\$10,187.22	\$10,187.22
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 12-23-16	101	20420					\$156.50	\$156.50
FUN2RAISE MARKETING & EVENTS	FULL PAGE SUMMER FUN GUIDE AD	220	43800	2201				\$1,119.00	\$1,119.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-16-16	101	20431					\$64.53	\$227.03
		101	20432					\$162.50	
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 12-23-16	101	20418					\$5,775.00	\$5,775.00
GILL ASSOCIATES LLC	MEMBERSHIP ID CARD SUPPLIES	220	43800	2180		002		\$1,471.25	
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$18.18	\$18.18
HAAS, DANIEL	BIRTHDAY PARTY CAKE - NO DELIVERY	220	43800	2591		001		\$19.69	\$19.69
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 12-23-16	101	21750					\$14,327.23	\$14,327.23
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS PAYDATE: 12-23-16	101	20430					\$850.00	\$850.00
KLASSEN, BRIAN	PARKING FOR 2016 MN SYMPOSIUM	101	40550	4500				\$29.28	\$29.28
LAKE JOHANNA FIRE DEPT	COMPUTER REPLACEMENT	405	41200	3190				\$2,232.00	\$2,232.00
LEAGUE OF MN CITIES INS TRUST	2016/17 WORKERS' COMP 1ST INSTALLMENT	101	40100	1510				\$39.01	\$46,543.25
		101	40200	1510				\$556.49	
		101	40210	1510				\$329.96	
		101	40400	1510				\$141.58	
		101	40500	1510				\$654.44	
		101	40550	1510				\$274.78	
		101	40800	1510				\$153.71	
		101	42050	1510				\$800.35	
		101	42200	1510				\$6,502.24	
		101	43400	1510				\$2,187.24	
		101	43450	1510				\$376.48	
		101	43710	1510				\$5,442.69	
		101	43900	1510				\$119.91	
		101	44100	1510				\$629.88	
		101	44300	1510				\$158.62	
		210	42750	1510				\$55.76	
		220	43800	1510				\$5,031.53	
		225	43400	1510				\$1,613.42	
		225	43510	1510				\$108.06	
		225	43520	1510				\$1,149.10	
		225	43530	1510				\$1,355.40	
		225	43535	1510				\$1,868.84	

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		225	43555	1510			\$791.39	
		225	43560	1510			\$574.40	
		225	43580	1510			\$150.25	
		225	43590	1510			\$494.37	
		230	40900	1510			\$68.77	
		240	44400	1510			\$85.52	
		241	44500	1510			\$95.93	
		601	45050	1510			\$5,101.45	
		602	45550	1510			\$4,191.59	
		603	45850	1510			\$3,475.90	
		603	45900	1510			\$37.85	
		604	42600	1510			\$74.26	
		701	46500	1510			\$1,852.08	
MADISON NATIONAL LIFE	LONG TERM DISABILITY: JAN 2017	101	20412				\$1,832.27	\$1,832.27
MAILFINANCE	POSTAGE MACHINE LEASE:10-4-16/01-03-17	101	40200	3220			\$462.90	\$462.90
MEDICA	HEALTH INSURANCE: JAN 2017	101	20410				\$65,107.65	\$65,107.65
MENARDS CASHWAY LUMBER *MAPLEW	CONTAINER FOR SALT STORAGE	101	42200	2180		001	-\$29.91	-\$29.91
MENARDS CASHWAY LUMBER *MAPLEW	CONTAINER FOR SALT STORAGE	101	42200	2180		001	\$29.91	\$29.91
METROPOLITAN AREA MANAGEMENT A	2017 MEMBERSHIP DUES FOR MAMA-TERRY S	101	40200	4330		003	\$45.00	\$45.00
METROPOLITAN COUNCIL	SEWER SERVICE-DECEMBER 2016	602	45550	3670			\$149,121.81	\$149,121.81
MEYER, JAMIE	FALL SEMESTER CLASSES	601	45050	4500		003	\$1,021.66	\$2,043.32
		602	45550	4500		003	\$1,021.66	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 12-23-16	101	20435				\$141.50	\$141.50
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE DEDUCTIONS: 12-23-16	101	20420				\$36.00	\$36.00
MINNESOTA METRO NORTH TOURISM	NOV 2016 HOTEL/MOTEL TAX	101	22079				\$16,403.98	\$15,583.78
		101	38420				-\$820.20	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$320.49	\$320.49
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$518.11	\$518.11
NAC MECHANICAL & ELECTRICAL SE	CITY SIGNS 2 AND 3	453	43800	3190			\$14,800.00	\$14,800.00
NEOFUNDS BY NEOPOST	POSTAGE/INVOICE 374816	101	40200	3220			\$90.10	\$90.10
NORTHEAST YOUTH & FAMILY SERVI	2017 MUNICIPALITY PARTICIPATION	101	40100	3200		003	\$44,512.00	\$44,512.00
NORTHWEST ASPHALT INC.	PAYMENT NO. 3 CP16-05	460	47000	5900			\$72,382.28	\$72,382.28
PARTY AMERICA CORPORATE OFFICE	NEW YEARS EVE HAIR SUPPLIES	225	43580	2172		002	\$71.82	\$71.82
POWER SYSTEMS	RESISTANCE BANDS	220	43800	2180			\$179.25	\$179.25
PRAXAIR DISTRIBUTION INC	HELIUM ENVIRONMENTAL FEE	220	43800	2180		002	\$25.06	\$25.06
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-23-16	101	21740				\$32,182.06	\$32,182.06
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-23-16	101	21740				\$251.30	\$251.30
RAMSEY CO. PUBLIC HEALTH	NOTARY REGISTRATION MLUCHT	101	44100	4330			\$20.00	\$20.00
RAMSEY COUNTY	ABSENTEE BALLOT PROCESSING - 2016	101	40300	3190			\$15,907.50	\$15,907.50
RAMSEY COUNTY	SQUAD VIDEO CAMERA PURCHASE	101	41100	3190		001	\$11,578.00	\$11,578.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: DEC 2016	101	20414				\$2,484.52	\$2,689.52
		101	20417				\$205.00	
RICOH USA INC.	MAINTENANCE:235283003 COPIES/11-23/12-22	101	40200	3850		002	\$191.78	\$191.78
RICOH USA, INC.	LEASE: 6502 COPIER/12-21-16 TO 1-20-17	101	40200	3930		002	\$1,947.00	
RICOH USA, INC.	LEASE:MPC3003 C84066191 12-23-16/1-22-17	101	40200	3930		002	\$273.62	\$273.62
SAM'S CLUB DIRECT	PRESCHOOL SUPPLIES	225	43555	2170			\$78.82	\$78.82
SESAC	ANNUAL MUSIC LICENSE SESAC	220	43800	2180			\$397.00	
SPRINT	SERVICE 11/15/16 - 12/14/16	101	40200	3210		002	\$65.04	\$65.04
STANTEC CONSULTING SERVICES IN	SHOREVIEW COMMONS PARK THROUGH 11/25/16	405	43710	3810			\$4,001.50	\$4,001.50
STAR TRIBUNE	SERVICE 8/19/16 - 11/18/16	101	40200	4330		009	\$42.25	\$42.25
STEPHENS' ART & FRAME INC	FRAMED PICTURE FOR ADY WICKSTROM	101	40100	4890			\$196.50	\$196.50

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,073.78	\$1,400.05
		101	43710	3210			\$251.92	
		601	45050	3210			\$74.35	
TIGER OAK PUBLICATIONS INC	MN BRIDE NEWSLETTER FEATURED VENDOR	220	43800	2201			\$97.50	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 12-23-16	101	21710				\$25,720.27	
		101	21730				\$29,643.10	
		101	21735				\$7,493.90	\$62,857.27
U.S. BANK	2008A PAYING AGENT FEES	378	48200	6200			\$43.59	
		601	48300	6200			\$302.76	
		602	48300	6200			\$74.10	\$450.00
		603	48300	6200			\$29.55	
U.S. BANK	2009A PAYING AGENT FEES	379	48200	6200			\$79.19	
		603	48300	6200			\$370.81	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-23-16	101	20420				\$38.00	
VERIZON WIRELESS	BILLING THROUGH NOVEMBER 10, 2016	601	45050	4330			\$55.00	\$2,907.22
		101	42050	2010			\$35.00	
		601	45050	3190			\$437.19	
		602	45550	3190			\$36.20	
		454	47000	5950			\$37.49	
		101	40550	2180			\$500.00	
		101	40200	3210		002	\$1,806.34	
VERIZON WIRELESS	BILLING 11/11/16 THROUGH 12/10/16	601	45050	4330			\$55.00	
		101	42050	2010			\$35.00	
		601	45050	3190			\$437.19	
		602	45550	3190			\$36.20	
		101	40200	3210		002	\$982.09	
WASTE MANAGEMENT - BLAINE	CHARGES FOR WASTE REMOVAL	101	42200	2180			\$356.76	\$356.76
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,316.39	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$480.95	\$480.95
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$247.64	\$247.64
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$646.59	\$646.59
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$103.50	\$103.50
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	\$60.00
WRIGHT COUNTY RECORDER	FEE FOR NOTARY RECORDER	101	44100	4330			\$20.00	\$20.00
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$1,994.58	\$2,757.62
		701	46500	2140			\$763.04	
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$7,250.80	
		220	43800	3610			\$14,524.26	\$21,775.06
XCEL ENERGY	WELLS/WATER TREATMENT PLANT:ELECTRIC/GAS	601	45050	3610			\$11,942.81	
		601	45050	2140			\$547.46	\$12,490.27
XCEL ENERGY	STREET LIGHT/266 GRAND AVE: ELECTRIC	604	42600	3610			\$14.71	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$48.59	\$48.59
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610			\$70.16	\$70.16
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$14,024.79	\$14,024.79
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$14.02	\$14.02
XCEL ENERGY	SIREN METER 19231847/5595 LEXINGTON AVE	101	42050	3190			\$15.98	\$15.98
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$94.38	\$94.38
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$435.84	\$435.84
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$47.41	\$47.41
XCEL ENERGY	SIRENS: ELECTRIC	101	42050	3190			\$56.28	\$56.28
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$212.95	\$212.95

[illegible]

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
SHOREVIEW SENIOR LIVING LLC	OVERPAYMENT REFUND	101	20200					-\$110.00	-\$110.00
ADVANCED ENGINEERING AND	WTP CONSTURCTION SERVICES CP 14-02	454	47000	5910				\$46,028.59	\$46,028.59
ALL STATE NOTARY SUPPLIES.COM	NOTARY STAMP: TRUHLAR	101	40200	4330		010		\$26.60	\$26.60
AMAZON.COM	WHIRLPOOL EQUIPMENT SUPPLIES	701	46500	2183				\$90.09	\$90.09
AMAZON.COM	WHIRLPOOL EQUIPMENT SUPPLIES	701	46500	2183				\$65.98	\$65.98
AMERICAN RED CROSS-HEALTH & SA	CPR/AED/FIRSTAID TRAINING	225	43530	2170				\$27.00	\$81.00
		225	43520	2170		001		\$54.00	
AMERICAN RED CROSS-HEALTH & SA	FIRST AID TRAINING	225	43555	2170				\$19.00	
		225	43560	2170				\$19.00	\$38.00
AMERICAN RED CROSS-HEALTH & SA	CPR/AED/FIRST AID TRAINING	225	43555	2170				\$108.00	
		225	43560	2170				\$54.00	\$216.00
		220	43800	4500				\$54.00	
AMERICAN RED CROSS-HEALTH & SA	CPR/AED TRAINING	225	43520	2170				\$57.00	
BENNIG, STACY	RSV# 1435716 REFUND REFUND	220	22040					\$25.00	\$25.00
BJORK, SUZANNE	RSV# 1435683 REFUND REFUND	220	22040					\$25.00	\$25.00
BONFE'S PLUMBING AND HEATING	NEEDED A PERMIT FOR A DIFFERENT CITY	101	32540					\$35.00	\$66.00
		101	32540					\$30.00	
		101	20802					\$1.00	
BRITTON, KAROLYN	RSV# 1435699 REFUND REFUND	220	22040					\$25.00	\$25.00
BUCK, JOHN	RSV# 1435647 REFUND REFUND	220	22040					\$100.00	\$100.00
COMCAST.COM	MODEM 2 INTERNET CHARGES	230	40900	3190		002		\$139.85	\$139.85
CORLEW, SAMI	RSV# 1435706 REFUND REFUND	220	22040					\$25.00	\$25.00
CRAIG RAY RAPP LLC	ANNUAL FEE - LEADERSHIP DEVELOPMENT	101	40200	4500				\$1,350.00	
DAYCARE, BECKY'S	RSV# 1435679 REFUND REFUND	220	22040					\$25.00	\$25.00
DYNAMEX INC	DELIVERY TO EAGAN POST OFFICE - 12/01/16	601	45050	3220		001		\$27.25	\$54.50
		602	45550	3220		001		\$27.25	
E.G. RUD & SONS, INC.	SURVEY SNAIL LAKE/GRASS LAKE AREA	603	45850	3190		002		\$8,709.00	\$8,709.00
E.G. RUD & SONS, INC.	EASEMENT WORK CP #16-06	450	47000	5910				\$764.00	\$764.00
ENVIRONMENTAL SYSTEMS RESEARCH	PUBLIC WORKS GIS SOFTWARE SUBSCRIPTION	101	40550	3860		002		\$4,584.93	\$4,584.93
FOLLESE, BRIAN	EROSION RED 544 LAKE BAYVIEW RES 16-123	101	22030					\$1,000.00	\$1,000.00
FRESH & NATURAL FOODS	BENEFITS FAIR SUPPLIES	101	40210	4890		001		\$73.50	\$73.50
GIFTS 'N THINGS INC	HOLIDAY SHOPPING SPREE	225	43580	3172		001		\$1,461.00	\$1,461.00
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001		\$20.99	\$20.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$19.14	\$19.14

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
IAP2	PLANNING EFFECTIVE PUBLIC PARTIC-R.OLSON	230	15500				\$1,200.00	\$1,200.00
IAP2	TECHNIQUES EFFECTIVE PUBLIC PART-R.OLSON	230	15500				\$800.00	\$800.00
INTERNATIONAL CITY/CO MGMT ASS	ICMA MEMBERSHIP RENEWAL	101	40200	4330		002	\$1,187.60	\$1,187.60
JONES-OTTO, MELISSA	RSV# 1435693 REFUND REFUND	220	22040				\$25.00	\$25.00
KETCHMARK, KEITH	EROS,GARAGE REM 3456 VICTORIA RES16-123	101	22030				\$1,000.00	\$2,000.00
		101	22020				\$1,000.00	
LAWRENCE SIGN	CITY SIGNS 2 & 3 PROGRESS BILL	453	43800	3190			\$14,701.50	\$14,701.50
LEEANN CHIN.COM	EDA SUPPLIES	240	44400	4890			\$131.75	\$131.75
LINDBERG, NICK	RSV# 1435690 REFUND REFUND	220	22040				\$25.00	\$25.00
LOR, MARY	RSV# 1435705 REFUND REFUND	220	22040				\$25.00	\$25.00
LUNDS & BYERLYS	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$7.58	\$7.58
MENARDS CASHWAY LUMBER **FRIDL	LIGHTS	601	45050	2280		001	\$32.48	\$32.48
MENARDS CASHWAY LUMBER **FRIDL	CLEANING SUPPLIES FOR WTP	601	45050	2280		001	\$55.45	\$55.45
MINNESOTA WANNER COMPANY	SPRAY APPLICATOR SUPPLY	701	46500	2220		003	\$16.74	\$16.74
MNAEYC-MNSACA	CONFERENCE REGISTRATION - BRYNTESEN	225	15500				\$250.00	\$250.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUP- FALL AFTER SCHOOL SPORTS	225	43510	3190		015	\$207.00	\$207.00
MURPHY, JOHN	VOLLEYBALL (GRADE 6-8)	220	22040				\$70.00	\$70.00
NORTHSTAR CHAPTER APA	2016 YR END INFO/2017 CHANGES: HARVEY	101	40500	4500		001	\$45.00	\$45.00
ORIENTAL TRADING COMPANY	NEW YEARS EVE SUPPLIES	225	43580	2172		002	\$344.97	
PARTY CITY	EMPLOYEE EVENT SUPPLIES	101	40210	4890		003	\$42.95	\$42.95
PETERSON, SARAH	RSV# 1435694 REFUND REFUND	220	22040				\$25.00	\$25.00
PICKLEBALL CENTRAL.COM	ORANGE PICKLEBALLS (IL)	225	43510	2170		019	\$44.70	\$44.70
PLUG'N PAY TECHNOLOGIES INC.	NOV/RETAIL/CC FEES	220	43800	4890		002	\$223.33	\$259.20
		225	43400	4890			\$35.87	
PLUG'N PAY TECHNOLOGIES INC.	NOV/ECOMM/CC FEES	220	43800	4890		002	\$8.44	
		225	43400	4890			\$6.56	\$15.00
RAMSEY COUNTY LEAGUE OF LOCAL	2016 RCLLG ANNUAL MEETING:SPRINGHORN	101	40100	4330		005	\$30.00	\$30.00
RAMSEY COUNTY PARKS & REC.	SKATING LESSONS ICE RENTAL	225	43580	3171			\$2,047.50	
REALLY GREAT TOYS.COM	PRESCHOOL SUPPLIES	225	43555	2170			\$15.47	\$15.47
ROBY, BECKY	RSV# 1435653 REFUND REFUND	220	22040				\$100.00	\$100.00
SAM'S CLUB DIRECT	SANTAS WORKSHOP SUPPLIES	225	43580	2172		001	\$215.98	\$215.98
SHOREVIEW SENIOR LIVING LLC	OVERPAYMENT REFUND	101	20200				\$110.00	\$110.00
SIMONSON, THOMAS	EDA - CITY COUNCIL FOOD FOR 12/14 EVENT	240	44400	2180			\$78.82	
SKUBITZ, SEAN	RSV# 1435711 REFUND REFUND	220	22040				\$25.00	\$25.00
TARGET STORE	PRESCHOOL/KIDS CARE SUPPLIES	225	43560	2170			\$182.36	\$225.36
		225	43555	2170			\$43.00	
TARGET STORE	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$89.90	
TARGET STORE	RETURN BENEFITS FAIR SUPPLIES	101	40210	4890		001	-\$47.92	-\$47.92
TARGET STORE	BENEFITS FAIR SUPPLIES	101	40210	4890		001	\$48.00	\$48.00
TILLQUIST, PAUL	PASS APRGSRD TYPE: ANNUAL MEMBERSHIPS P	220	22040				\$398.64	\$398.64
U S BANK CREDIT CARD FEES	NOV 2016 CREDIT CARD FEES	220	43800	4890		002	\$4,002.62	\$4,794.96
		225	43400	4890			\$792.34	
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO #16-100	101	43900	3190		003	\$557.05	
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO #16-109	101	43900	3190		003	\$1,392.63	\$1,392.63
UPPER CUT TREE SERVICES INC	PRIVATE TREE REMOVAL WO #16-114	101	43900	3190		003	\$1,885.40	\$1,885.40
VANG, MAY	RSV# 1435681 REFUND REFUND	220	22040				\$25.00	\$25.00
WESTLUND, PAUL	RSV# 1432181 REFUND REFUND	220	22040				\$37.49	\$37.49
WESTLUND, PAUL	RSV# 1435703 REFUND REFUND	220	22040				\$25.00	\$25.00
WIDJIWAGAN, CAMP	RSV# 1435651 REFUND REFUND	220	22040				\$500.00	\$500.00
YE, NA	RSV# 1435663 REFUND REFUND	220	22040				\$25.00	\$25.00



Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ZIBELL, DONALD	GRADE CERT & REMOVALS WABASSO RES 16-123	101	22025				\$3,000.00	\$9,500.00
		101	22020				\$6,500.00	
							Total of all invoices:	\$108,923.71

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		408	48600	6020			\$30,151.44	
LEXINGTON SHORES LLC	LEX SHORES TIF NOTE PAYMENT SECOND HALF	417	48600	6120			\$28,415.94	
LOCKE, RICHARD C	REFUND CLOSING OVRPYMT-5721 HEATHER RDG	601	36190			003	\$218.74	\$218.74
MAASA, LAWRENCE OR PAULETTE	REFUND CLOSING OVRPYMT-541 LAKE RIDGE DR	601	36190			003	\$60.00	\$60.00
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICE	220	43800	3190		007	\$1,196.00	\$1,196.00
MCDONALD, MARY ROSE	RSV# 1429139 REFUND REFUND	220	22040				\$500.00	\$500.00
MENARDS CASHWAY LUMBER *MAPLEW	COUNTER TOP FOR CABINETS	601	45050	2280		001	\$153.26	\$153.26
MIKELL, TAISHA	RSV# 1429172 REFUND REFUND	220	22040				\$25.00	\$25.00
NCO INC	BIRTHDAY PARTY SUPPLIES	220	43800	2591		001	\$1,395.97	\$1,395.97
ON CALL SERVICES INC	SEASONAL FABRIC PANELS - SIGNAGE	220	43800	2180			\$5,350.00	\$5,350.00
ORIENTAL TRADING COMPANY	NYE & SANTAS WORKSHOP SUPPLIES	225	43580	2172		001	\$27.59	\$89.55
		225	43580	2172		002	\$61.96	
POOLE, MOLLY	RSV# 1429156 REFUND REFUND	220	22040				\$25.00	\$25.00
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$450.00	\$900.00
		601	45050	3220		001	\$450.00	
REEVES, NICOLE	RSV# 1429158 REFUND REFUND	220	22040				\$25.00	\$25.00
SHOREVIEW SENIOR RESIDENCE	TCCH TIF NOTE PAYMENT 2ND HALF	305	48600	6020			\$65,909.12	\$65,909.12
SMITH, ALLEN	REFUND CLOSING OVRPYMT-5735 DONEGAL DR	601	36190			003	\$26.00	\$26.00
SOCHA, MONICA	RSV# 1429152 REFUND REFUND	220	22040				\$25.00	\$25.00
STEPHENS, H J	REFUND CLOSING OVRPYMT-193 GALTIER PLACE	601	36190			003	\$290.18	\$290.18
SUJJAPUNROJ, KALONG	CLASSIC STRENGTH	220	22040				\$4.20	\$4.20
TROOP #494, BOY SCOUT	RSV# 1429209 REFUND REFUND	220	22040				\$25.00	\$25.00
TSI INCORPORATED	TSI/TIF NOTE 2ND HALF	409	48600	6020			\$23,829.41	\$32,871.51
		409	48600	6120			\$9,042.10	
WINKELMAN, CHRIS	RSV# 1429174 REFUND REFUND	220	22040				\$25.00	\$25.00
WOLFEL, HEATHER	PASS AMREGD TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$50.81	\$50.81

Total of all invoices: \$219,578.59

## COUNCIL REPORT

[illegible]

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,648
Vendor number	01446 1 2016
Vendor name	TREASURY, DEPARTMENT OF
Address	INTERNAL REVENUE SVC - EFT/NO CHECK EFTPS ENROLLMENT PROCESSING P.O. BOX 4210 IOWA CITY IA 52244

Date	Comment line on check	Invoice number	Amount
12-23-16	FEDERAL WITHHOLDING TAX: 12-23-16	12-28-16	\$62,857.27

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[ ] Purchase was made through the state's cooperative purchasing venture.

[ ] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding	Amount
101 21710	\$25,720.27
101 21730	\$29,643.10
101 21735	\$7,493.90

SEE PERMANENT  
PAYROLL RECORDS

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>K. Harvey</u> (signature required) Kathy Harvey	
Approved by: <u>T. Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,652
Vendor number	00545 1 2016
Vendor name	PUBLIC EMPLOYEES RETIREMENT ASSOC.
Address	P.O. BOX 75608 ST. PAUL MN 55175-0608 EFT TRANSACTION - NO CHECK PRINTS

Date	Comment line on check	Invoice number	Amount
12-23-16	EMPL/EMPLOYER CONTRIBUTIONS: 12-23-16	12-23-16	\$32,182.06

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

101 21740	\$32,182.06

SEE PERMANENT  
PAYROLL RECORDS

Is sales tax included on invoice?

Not Taxable

If no, amount subject to sales use tax

\$

Reviewed by:

(signature required) Kathy Harvey

Approved by:

(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.

If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,669	RETURN CHECK TO TOM W.
Vendor number	02012 1	2016
Vendor name	NORTHWEST ASPHALT INC.	
Address	1451 STAGECOACH ROAD SHAKOPEE, MN 55379-2797	

Date	Comment line on check	Invoice number	Amount
12-22-16	PAYMENT NO. 3 CP16-05	3	\$72,382.28

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

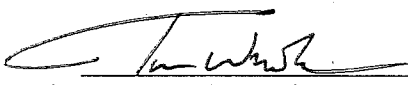
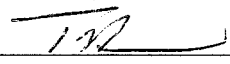
☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
460 47000 5900	\$72,382.28

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  12/22/16 (signature required) Tom Wesolowski	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,627
Vendor number	01262 1 <span style="float: right;">2016</span>
Vendor name	NORTHEAST YOUTH & FAMILY SERVICES
Address	3490 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
12-01-16	2017 MUNICIPALITY PARTICIPATION	12-21-16 January 2017	\$44,512.00

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[ ] Purchase was made through the state's cooperative purchasing venture.

[ ] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding	Amount
101 40100 3200 003	\$44,512.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Amy Truhlar  
(signature required) Amy Truhlar

Approved by: Terry Schwerm  
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,494
Vendor number	00416 1 <span style="float: right;">2016</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
11-04-16	SEWER SERVICE-DECEMBER 2016	1060877	\$149,121.81

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.

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☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
602 45550 3670	\$149,121.81

Is sales tax included on invoice?	<u>Not</u> Taxable
If no, amount subject to sales use tax	\$

Reviewed by: Debbie Engblom  
(signature required) Debbie Engblom

Approved by: Terry Schwerm  
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	



# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,666
Vendor number	20228.1 2016
Vendor name	MEDICA
Address	NW 7958 PO BOX 1450 MINNEAPOLIS MN, 55485-7958

Date	Comment line on check	Invoice number	Amount
12-12-16	HEALTH INSURANCE: JAN 2017	C0042294949	\$65,107.65

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

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[ ] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to:	
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Account Coding	Amount
101 20410	\$65,107.65

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: K. Harvey  
(signature required) Kathy Harvey

Approved by: T. Schwerm  
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,697
Vendor number	00373 3 2016
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

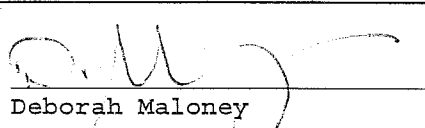
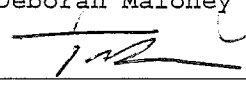
Date	Comment line on check	Invoice number	Amount
12-15-16	2016/17 WORKERS' COMP 1ST INSTALLMENT	33532	\$46,543.25

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

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Return to:	
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Account Coding	Amount
101 40100 1510	\$39.01
101 40200 1510	\$556.49
101 40210 1510	\$329.96
101 40400 1510	\$141.58
101 40500 1510	\$654.44
101 40550 1510	\$274.78
101 40800 1510	\$153.71
101 42050 1510	\$800.35
101 42200 1510	\$6,502.24
101 43400 1510	\$2,187.24

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Deborah Maloney	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher  
for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,511
Vendor number	00611 1 2016
Vendor name	TSI INCORPORATED
Address	500 CARDIGAN ROAD ST PAUL, MN 55164-3903

Date	Comment line on check	Invoice number	Amount
12-31-16	TSI/TIF NOTE 2ND HALF	12/31/16	\$32,871.51

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*


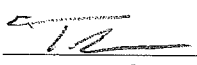
☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:	
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Account Coding	Amount
409 48600 6020	\$23,829.41
409 48600 6120	\$9,042.10

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: 	
(signature required) Fred Espe	
Approved by: 	
(signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,496
Vendor number	01763 1 2016
Vendor name	LAKEVIEW TERRACE LLC
Address	ATTN: MR MAX SEGLER 321 UNIVERSITY AVENUE SE MINNEAPOLIS MN 55414

Date	Comment line on check	Invoice number	Amount
12-31-16	LAKEVIEW TERR/TIF NOTE 2ND HALF	12/31/16	\$73,881.49

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

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[ ] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding	Amount
408 48600 6120	\$43,730.05
408 48600 6020	\$30,151.44

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Fred Espe</u> (signature required) Fred Espe	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,495
Vendor number	00328 1 2016
Vendor name	LEXINGTON SHORES LLC
Address	ATTENTION: ACCOUNTS RECEIVABLE SUITE 201 233 PARK AVENUE SOUTH MINNEAPOLIS MN 55415

Date	Comment line on check	Invoice number	Amount
12-02-16	LEX SHORES TIF NOTE PAYMENT SECOND HALF	12/02/16	\$28,415.94

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

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☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
417 48600 6120	\$28,415.94

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Fred Espe</u> (signature required) Fred Espe	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,475
Vendor number	04098 1 2016
Vendor name	SHOREVIEW SENIOR RESIDENCE
Address	ATTENTION: CHRIS SCHMIDT 7645 LYNDAL AVENUE SOUTH SUITE 110 RICHFIELD MN 55423-4084

Date	Comment line on check	Invoice number	Amount
12-02-16	TCCH TIF NOTE PAYMENT 2ND HALF	12/02/16	\$65,909.12

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

305 48600 6020

\$65,909.12

Is sales tax included on invoice?

Not Taxable

If no, amount subject to sales use tax

\$

Reviewed by:

(signature required) Fred Espe

Approved by:

(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	60,552
Vendor number	01095 1 2016
Vendor name	ADVANCED ENGINEERING AND
Address	ENVIRONMENTAL SERVICES INC 4050 GARDEN VIEW DRIVE SUITE 200 GRAND FORKS ND 58201

Date	Comment line on check	Invoice number	Amount
11-30-16	WTP CONSTURCTION SERVICES CP 14-02	51019	\$46,028.59

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

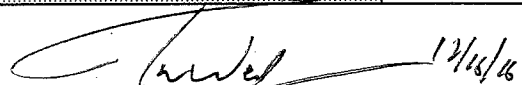

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
454 47000 5910	\$46,028.59

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  12/15/16 (signature required) Tom Wesolowski	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to approve Resolution No. 17-1 reducing the following escrows:

Development Cash Deposits for the following properties in the amounts listed:

795 Highway 96	Nitti Rolloff Services	\$ 1,000.00
805 Highway 96	Ramsey County Library	\$ 1,000.00
4665 Hodgson Rd	Oak Hill Montessori	\$ 2,500.00
5939 Rice Creek Pkwy	Mlaskoch Utility/Cornerstone	\$ 1,000.00
1001 Red Fox Rd	City County Credit Union	\$15,390.00
4785 Hodgson Rd	Weis Builders Inc	\$ 7,500.00
4153 Sylvia Ct	Goodmanson Construction	\$ 2,000.00

ROLL CALL:    AYES \_\_\_\_\_ NAYS \_\_\_\_\_

DENKINGER	_____	_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
JANUARY 3, 2017

t:/development/erosion\_general/erosion010317



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: DECEMBER 28, 2016  
SUBJECT: DEVELOPER ESCROW REDUCTIONS

### INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

### BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

795 Highway 96	Erosion control completed
805 Highway 96	Erosion control completed
4665 Hodgson Rd	Grading Cert. and Landscape completed
5939 Rice Creek Pkwy	Erosion control completed
1001 Red Fox Rd	Erosion, Grading Cert, Landscape completed
4785 Hodgson Rd	Street and Trail repair completed
4153 Sylvia Ct	Erosion control completed

### RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

795 Highway 96	Nitti Rolloff Services	\$ 1,000.00
805 Highway 96	Ramsey County Library	\$ 1,000.00
4665 Hodgson Rd	Oak Hill Montessori	\$ 2,500.00
5939 Rice Creek Pkwy	Mlaskoch Utility Const/Cornerstone	\$ 1,000.00
1001 Red Fox Rd	City County Credit Union	\$15,390.00
4785 Hodgson Rd	Weis Builders Inc	\$ 7,500.00
4153 Sylvia Ct	Goodmanson Construction	\$ 2,000.00

**\*PROPOSED\***

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD JANUARY 3, 2017**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on January 3, 2017 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 17-1**

**RESOLUTION ORDERING ESCROW REDUCTIONS  
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

795 Highway 96	Nitti Rolloff Services	\$ 1,000.00
805 Highway 96	Ramsey County Library	\$ 1,000.00
4665 Hodgson Rd	Oak Hill Montessori	\$ 2,500.00
5939 Rice Creek Pkwy	Mlaskoch Utility Const/Cornerstone	\$ 1,000.00
1001 Red Fox Rd	City County Credit Union	\$15,390.00
4785 Hodgson Rd	Weis Builders Inc	\$ 7,500.00
4153 Sylvia Ct	Goodmanson Construction	\$ 2,000.00

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 3<sup>rd</sup> day of January, 2017.

STATE OF MINNESOTA )  
 )  
COUNTY OF RAMSEY )  
 )  
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 3<sup>rd</sup> day of January, 2017 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates reducing various escrows.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 4<sup>th</sup> day of January, 2017.

---

Terry C. Schwerm  
City Manager

SEAL

## PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to authorize the purchase of replacements for Units 302, 303, 304 and 611 from the approved State of Minnesota Cooperative Purchasing Venture Contract, for a total estimated cost of \$318,839, pursuant to the adopted Capital Improvements Program and approved 2017 Annual Budget.

ROLL CALL:	AYES	NAYS
DENKINGER	_____	_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
JANUARY 3, 2017

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: JANUARY 3, 2017

SUBJ: AUTHORIZATION TO PURCHASE REPLACEMENTS  
FOR UNITS 302, 303, 304 AND 611.

### INTRODUCTION

Shoreview's adopted Capital Improvements Program for 2017 includes the scheduled replacement of units 302, 303, 304 and 611. City Council approval is necessary at this time for the authorization to purchase their replacements from the State of Minnesota Cooperative Purchasing Venture Contract numbers #109281, #109287 #77936, #73055 and #T-765(5) and #C-798(5). All the replaced units will be sold at a public auction sometime in 2017.

### DISCUSSION

Unit 304 is a 2008 three quarter ton four-wheel drive pickup truck with a utility box and plow. It is used by Utility Maintenance personnel in conjunction with various water and sewer facility functions, wells and lift stations inspections and maintenance, and weekend duty rounds. It is also used as a primary snow removal vehicle for plowing cul-de-sacs as well as for plowing well and lift station sites. This vehicle has approximately 94,183 miles on it and needs increasing maintenance to assure its reliability.

Unit 302 is a 2002 one and a half ton truck with a utility box and crane/hoist. It is used by the Utility Division of the Public Works Department, for hauling sanitary sewer and water main components, including pumps, motors, fittings, hydrants, and valves. It is a heavy-duty truck with a 2000-pound hoist used for pulling pumps out of lift stations. There are over 82,282 miles on this vehicle and its scheduled replacement is necessary at this time. It is proposed to replace this vehicle with one of similar size and a larger capacity crane/hoist.

The existing 2003 tank truck Unit 303 is used by the Utility Division of the Public Works Department throughout the year in conjunction with various water and sewer facility functions, such as sewer system flushing and lift station cleaning. The Street Division uses this tank truck in conjunction with spring street sweeping. The Parks Department uses this tank truck in the winter months, for flooding ice rinks. Its wear is consistent with a 13-year-old vehicle used for commercial use. The repairs to the tank and the mechanics of this unit continue to add up confirming the necessity of replacing this unit at this time.

Unit 611 is also a three quarter ton four-wheel drive pickup truck. This truck is assigned to the Parks Supervisor, who uses it regularly in conjunction with inspecting parks and park maintenance projects, as well as plowing and cleaning parks and other municipal parking lots. This unit is currently inoperable and is in need of its scheduled replacement. It is proposed to replace this vehicle with one of similar size and capabilities.

## RECOMMENDATION

The 2017 Capital Improvement Program includes an estimate of \$327,000 for the replacement of these four vehicles. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire the new replacement vehicles for approximately \$318,839 including tax on the trucks. Staff recommends consideration of the attached motion authorizing the purchase of these replacement vehicles from the State of Minnesota Cooperative Purchasing Venture Contract.

## LICENSE APPLICATIONS

Moved by Councilmember \_\_\_\_\_

Seconded by Councilmember \_\_\_\_\_

To approve the License Applications as listed on the attached report dated January 3, 2017.

**ROLL CALL:**      **AYES**                                  **NAYS**

Johnson

Quigley

Denkinger

Springhorn \_\_\_\_\_

Martin

January 3, 2017  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**January 3, 2017**

<b><u>LICENSE #</u></b>	<b><u>BUSINESS NAME</u></b>	<b><u>TYPE</u></b>
2017-00001	Gas Plus 16	Filling Station
2017-00002	Croix Convenience	Filling Station
2017-00003	Shoreview BP Group Inc.	Filling Station
2017-00004	Gramsie Corner Mart	Filling Station
2017-00005	Quik Stop	Filling Station
2017-00006	Gas Plus 11	Filling Station
2017-00007	Freedom Valu	Filling Station
2017-00008	Automotive Ventures Group Inc.	Filling Station
2017-00009	North Suburban BP Inc.	Filling Station
2017-00004	Precision Landscape & Tree Inc.	Tree Trimmer
2017-00005	Vineland Tree Care	Tree Trimmer
2017-00006	Northern Arborists	Tree Trimmer
2017-00007	Hugo's Tree Care, Inc.	Tree Trimmer
2017-00008	Bartlett Tree Experts	Tree Trimmer
2017-00009	Three Trees Horticulture	Tree Trimmer
2017-00010	4 Season's Tree Care Inc.	Tree Trimmer

**The above licenses are recommended for approval:**

\_\_\_\_\_  
**License/Permit Clerk**



**MOTION**  
**TO APPROVE SITE AND BUILDING PLAN REVIEW APPLICATION**  
**STATION 19 ARCHITECTS/ST. ODILIA**

**MOVED BY COUNCIL MEMBER:** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER:** \_\_\_\_\_

To approve the Site and Building Plan Review application submitted by Station 19 Architects on behalf of the Catholic Community of St. Odilia, 3495 North Victoria Street. Said approval is subject to the following:

1. The project must be completed in accordance with the submitted site and building plans. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The approval will expire after one year a building permit has not been issued.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
4. The items identified in the memo from the City Engineer must be addressed prior to the issuance of a building permit.
5. Prior to the installation of any signs, a Comprehensive Sign Plan is required by the City.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings of fact:

1. The existing and proposed land use is consistent with the Institutional land use in the Comprehensive Plan.
2. The expansion of the church and school facility is compatible with the adjoining land uses and will not have a significant adverse impact on surrounding properties.
3. The proposed expansion complies with the Development Code standards.

**ROLL CALL:**    **AYES** \_\_\_\_\_ **NAYS** \_\_\_\_\_

Denkinger	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

t:\2016pcf\2646-16-45stodilia3495Victoria Street\ccmotion

**TO:** Mayor, City Council and City Manager

**FROM:** Kathleen Castle, City Planner

**DATE:** December 28, 2016

**SUBJECT:** File No. 2646-16-45, Site and Building Plan Review, Station 19 Architects/St. Odilia Catholic Church, 3495 Victoria Street N

### **INTRODUCTION**

The applicant, Station 19 Architects on behalf of St. Odilia Catholic Community, 3495 Victoria Street N, is requesting site and building plan review for the expansion of their church and school facility. This application was complete November 18, 2016.

### **BACKGROUND AND PROJECT DESCRIPTION**

The St. Odilia campus is located south of Island Lake Elementary School, west of Victoria Street, east of Vivian Avenue and north of Cottage Place. The campus has an area of 19.6 acres and access from both Vivian Avenue and Victoria Street. The site is principally used as a church and a private school, with additional facilities including a single family detached dwelling, an administration building, hospice care facility, cemetery, parking and driveways, playgrounds, and soccer field.

The campus abuts detached single family residential areas on the south, west and east. To the north on Victoria Street there is a single-family residence that is not part of the campus, and another institutional use, Island Lake Elementary School.

St. Odilia is planning on expanding the existing church and school by adding onto the structure. The intent of the expansion is to address the school needs and provide better separation between the church and school uses in the building.

The first addition is a 2,820 square foot, one-story church addition on the Southeast corner of the building. This addition will include a new entrance lobby area, multi-purpose music room, restrooms and playground access for the pre-school.

The second addition planned is located on the Northwest corner of the school building. This 9,518 square foot (foundation area), two-story addition will provide new school administration offices, multi-purpose room, locker rooms, specialty classrooms, an elevator and accessible restrooms.

Interior remodeling will also be completed as part of these improvements.

Modifications are also proposed to the parking lot and traffic circulation.

Please see the attached plans.

### **COMPREHENSIVE PLAN**

The *2008 Comprehensive Plan* designates this property for Institutional use. Uses within this category include public and private schools, fire and police stations, city hall, water towers and other public or quasi-public uses. Surrounding planned land uses include low-density residential, institutional, natural, and park.

The church and school use are consistent with this land use designation.

### **DEVELOPMENT ORDINANCE REQUIREMENTS AND REVIEW**

#### ***Site and Building Plan Review***

The property is zoned R-1, Detached Residential, a typical zoning for church and school properties. Public and quasi-public uses are allowed in this zoning district through the Site and Building Plan Review process provided the use will not conflict with or impede the planned use of adjoining property. Conditions may be attached to site and building plan approval by the City Council to ensure compatibility with adjacent land uses.

Staff believes that the proposed expansion is compatible with the nearby residential and institutional land uses. The submitted plans have been reviewed in accordance with the Code standards. In the past, church and school uses have been reviewed in accordance with the standards of the O, Office District rather than the R-1, Detached Residential District, due to the nature of the use. The Office District standards have been used as a guide in Staff's review of the proposal.

#### ***Site Plan***

The proposal is to expand and remodel this building to better meet the needs of the church and school uses. Both additions exceed the minimum structure setbacks required from the property lines as shown in the following table. Again, the Office Zoning District standards have been used as a guide for this proposal.

Property Line	Minimum Structure Setback Required (Office District, Section 205.044(D))	Proposed Structure Setbacks	
		SE Addition	NW Addition
Front (Victoria Street)	50 feet	355 feet	415 feet
Side	10 feet	70 feet	183 feet
Rear	20 feet	N/A	274 feet
Adjacent Residential	50 feet	70 feet	183 feet

The playground area located immediately south of the building will be relocated due to the location of the Southeast addition. The playground will be shifted to the south and be setback 20 feet from a side lot line and 67 feet from the Cottage Place right-of-way which adjoins a portion of the lots



southern boundary. The playground area will be enclosed with fencing, including a wooden privacy fence on the east side which is adjacent to a single-family residential use.

### ***Architectural Design***

The exterior of the proposed additions will blend in with the existing building utilizing a combination of brick, metal and glass. Mechanical equipment will be located on the rooftop and screened with metal screening walls. The design complies with the City's architectural design standards (Section 206.050).

### ***Parking***

The parking lot will be reconfigured to accommodate the land area needed for the proposed additions. Improvements include new walkways, drop-off curbing, school bus striping and restoring landscaping where needed. The number of parking stalls on-site will be reduced but will still exceed the parking required by the Development Code. The following table provides a comparison regarding the number of stalls required, existing and proposed

Use	Development Code (206.020 (B))	Required	Existing	Proposed
Sanctuary	1 stall per 3 seats based on design capacity	376 stalls	532 stalls	490 stalls
Classroom	1.5 stalls per classroom (35)	53 stalls		
Total		429 stalls	532 stalls	490 stalls

### ***Stormwater Management***

The property is located in the Ramsey Washington Metro Watershed District and does not require a permit from the District. Impervious surface coverage for the site is slightly increased from 52.2% to 52.9% and is less than the 70% permitted in the comparable Office district. Stormwater from the addition on the northwestern side of the structure will be directed into the existing stormwater management system located in the parking lot. On the Southeastern side of the building, stormwater from the addition will flow into a proposed rain garden.

### ***Signage***

St. Odilia is also proposing to enhance the signage on site by adding a message center sign and signage on the church and school facility. A Comprehensive Sign Plan is required since the property is zoned residential and adjoins single-family residential land uses.

### **PUBLIC COMMENTS**

Property owners within 350 feet were notified of the applicant's request. No comments have been received.

Lake Johanna Fire Department staff reviewed the plans and did not have any comments.

### **PLANNING COMMISSION REVIEW**

The Planning Commission reviewed this request at their December 13<sup>th</sup> meeting and recommended the City Council approve the request with a 7 – 0 vote. The Commission discussed the proposed additions, parking, traffic circulation and playground relocation. Commission members expressed some concerns regarding the need for pre-schoolers to cross a drive in order to access the playground. It was suggested that the Church utilize a crosswalk and other signage to address safety.

Jeanne Schaaf did provide some additional information regarding the playground relocation and measures taken to ensure the safety of pre-schoolers when crossing the drive to access the playground area.

### **STAFF RECOMMENDATION**

The proposed plans conform to the requirements of the City's development regulations and the policies of the *Comprehensive Plan*. Therefore, staff recommends that the Planning Commission hold the hearing and take testimony from all interested parties, and forward the application to the City Council with a recommendation of approval, subject to the following conditions:

1. The project must be completed in accordance with the submitted site and building plans. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission and the City Council.
2. The approval will expire after one year a building permit has not been issued.
3. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
4. The items identified in the memo from the City Engineer must be addressed prior to the issuance of a building permit.
5. Prior to the installation of any signs, a Comprehensive Sign Plan is required by the City.
6. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

#### Attachments

1. Memo dated 12-07-16– City Engineer
2. Email – Nate Berg, Fire Marshal - LJFD
3. Location Map
4. Applicant's Statement and Submitted Plans
5. Email – Jeanne Schaaf, St. Odilia
6. Motion Sheet

Date: December 7, 2016

To: Kathleen Castle, City Planner

From: Tom Wesolowski, City Engineer

Subject: Site & Building Plan Review Application  
St. Odilia Church & School building addition – 3495 Victoria Street

The City of Shoreview Engineering staff has reviewed the preliminary plan submittal for the St. Odilia Church & School building addition dated November 14, 2016. The Engineering staff has the following comments regarding the proposed development:

1. St. Odilia is located with the Ramsey-Washington Metro Watershed District (RWMWD). The developer contacted the RWMWD and due to the size and nature of the project a permit is not required by the watershed.
2. Due to the nature of the project, the City does not require any stormwater improvements on the site. If funding is available, the church is proposing to install a rain garden to collect run-off from one of the building additions.
3. An erosion control cash deposit will be required for the improvements.



Kathleen Castle <kcastle@shoreviewmn.gov>

---

**St. Odilia**

1 message

---

**Nate Berg** <nberg@ljfd.org>  
To: Kathleen Castle <kcastle@shoreviewmn.gov>

Wed, Nov 30, 2016 at 9:09 AM

Kathleen,

The fire department has no comments on the St. Odilia addition.

Nate Berg

Fire Marshal/Deputy Chief

Lake Johanna Fire Department

5545 Lexington Ave N

Shoreview, MN 55126

(651) 481-7024

[nberg@ljfd.org](mailto:nberg@ljfd.org)





## Church of St. Odilia - 3495 Victoria Street



600.0 0 300.00 600.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

### Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

### Notes

Site and Building Plan Review

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



**STATION NINETEEN  
ARCHITECTS, INC.**

2001 UNIVERSITY AVENUE SOUTHEAST SUITE 100  
MINNEAPOLIS, MINNESOTA 55414  
612-623-1800  
WWW.STATION19.COM



City Submission Date: 11/14/16

**Project Description: Saint Odilia Catholic Community - Addition of and Remodel**

The Saint Odilia Catholic Community proposes to modify their existing Church and School facility by adding two additions.

A 2,820 square foot, one-story Church addition is planned for the Southeast corner of the Church building. The Church addition will add a new Church entrance Lobby, multi-purpose Music Room, restrooms and a separate exit and playground access for the Preschool. Remodel work will include revamping of the existing Brides/Cry Room, relocation of an on-grade air handling unit and relocation of the existing Preschool playground.

A 19,036 square foot (9,518 square foot footprint), two-story Education addition is planned for the Northwest corner of the School building. The education addition will house new School Administration Offices, a Multi-purpose Staff/Youth Room, Locker Rooms, Specialty Classrooms for Learning Lab, Science and Computer, Library/Media Center, Elevator and accessible restrooms. Remodel work will include addition of a new linking upper level corridor for accessible access to the South Education wing, remodel for four-specialty rooms into Classrooms, remodel of 2-Classrooms into a Large Motor Preschool Room and remodel of the existing school offices into a Faith Formation and Latino Ministry Office suite.

Exterior materials for the additions will be a combination of brick and metal to match the existing as well as glass and a stone accent on the monument sign and School entrance identity wall. The Education addition height will be approximately six feet higher than the existing school. There will be roof mounted mechanical equipment enclosed with metal roof screening walls over the entry area. The southeast Church addition will be lower than the existing school height with roof mounted mechanical equipment enclosed with metal roof screening walls over the Preschool entrance.

Site work will include new walks, drop-off curbing, school bus striping, monument sign replacement and new landscaping at disturbed areas around additions, Preschool playground and relocated air handling unit. Parking stall count will be reduced by 42-parking stalls. The net remaining stalls will exceed the city requirements by 50 stalls. Impervious surface will be increased by approximately .7% of the Lot 1 site. Given the minimal change both the City and Watershed District have stated that additional storm water management (SWPP) is not required.

The increase to the Church/School (Lot 1) population is anticipated to result from the availability of approximately 4-additional classrooms (80-100 children with 4 additional teachers). The Faith Formation and Latino Ministry offices will be moving from the existing Office Building on Lot 4, adding 9 people to the Church/School (Lot 1). The overall change to the Church/School (Lot 1) population will be an additional 89-109 people.

The current traffic pattern is anticipated to remain the same with approximately 16 buses dropping off in the morning (approximately 3 buses at a time) and 12 buses picking up in the afternoon. The primary parent drop-off and pick-up will remain in the existing location on the North drop-off curb. We have included an approximate traffic pattern for current bus traffic attached. The change to bus pattern will be minimal. See proposed bus parking and drop-off diagrams.



Kathleen Castle &lt;kcastle@shoreviewmn.gov&gt;

---

**4417-Saint Odilia City and Council Meeting**

---

Jeanne Schaaf &lt;Schaaf@stodilia.org&gt;

Thu, Dec 22, 2016 at 3:38 PM

To: Ann Kuntz &lt;akuntz@station19.com&gt;, "kcastle@shoreviewmn.gov" &lt;kcastle@shoreviewmn.gov&gt;

Hi Ann and Kathleen,

Here is an update regarding the use of the preschool playground which provides additional information regarding the safety concerns raised by the Shoreview Planning Commission:

The original project description submitted addresses the fact that a separate exit and playground access for the Preschool will be provided as part of the Southeast expansion. Remodel work was identified to include the relocation of the existing Preschool playground. The plan includes an expansion of the current Preschool playground as part of the relocation process in order to accommodate more children at a time. The increase in playground size is needed to support our increasing enrollment in our preschool and also allows us to create a recess schedule for playground use between the hours of 9:30am and 3:45pm. This schedule means that children will not be present on the playground during the busy traffic times associated with morning arrival (between 7:00am and 9:30am) and afternoon departure times (between 4:00pm and 6:00pm). The change in the playground location and size, along with the change in scheduled use of the playground provides for additional safety of the children accessing and using the playground. It is also important to note that our preschool children are always accompanied by adult staff when accessing and using the playground.

The safety and security of the children in our care is of the highest priority and we also appreciate the Planning Commissions suggestion regarding additional signage in the area to better identify the crosswalk that will be used as our preschoolers access the playground.

Merry Christmas!

*Jeanne Schaaf*

Jeanne Schaaf

*Parish Administrator*





Cloud Ceramics  
WE TIECEL  
MODULAR VELOUP  
**Brick to Match Existing**



**Metal Panels, Trim and Frames**

WILDER  
CREEK  
FARMSTEAD

DESIGNED BY NATURE  
REFLECTED BY TECHNOLOGY

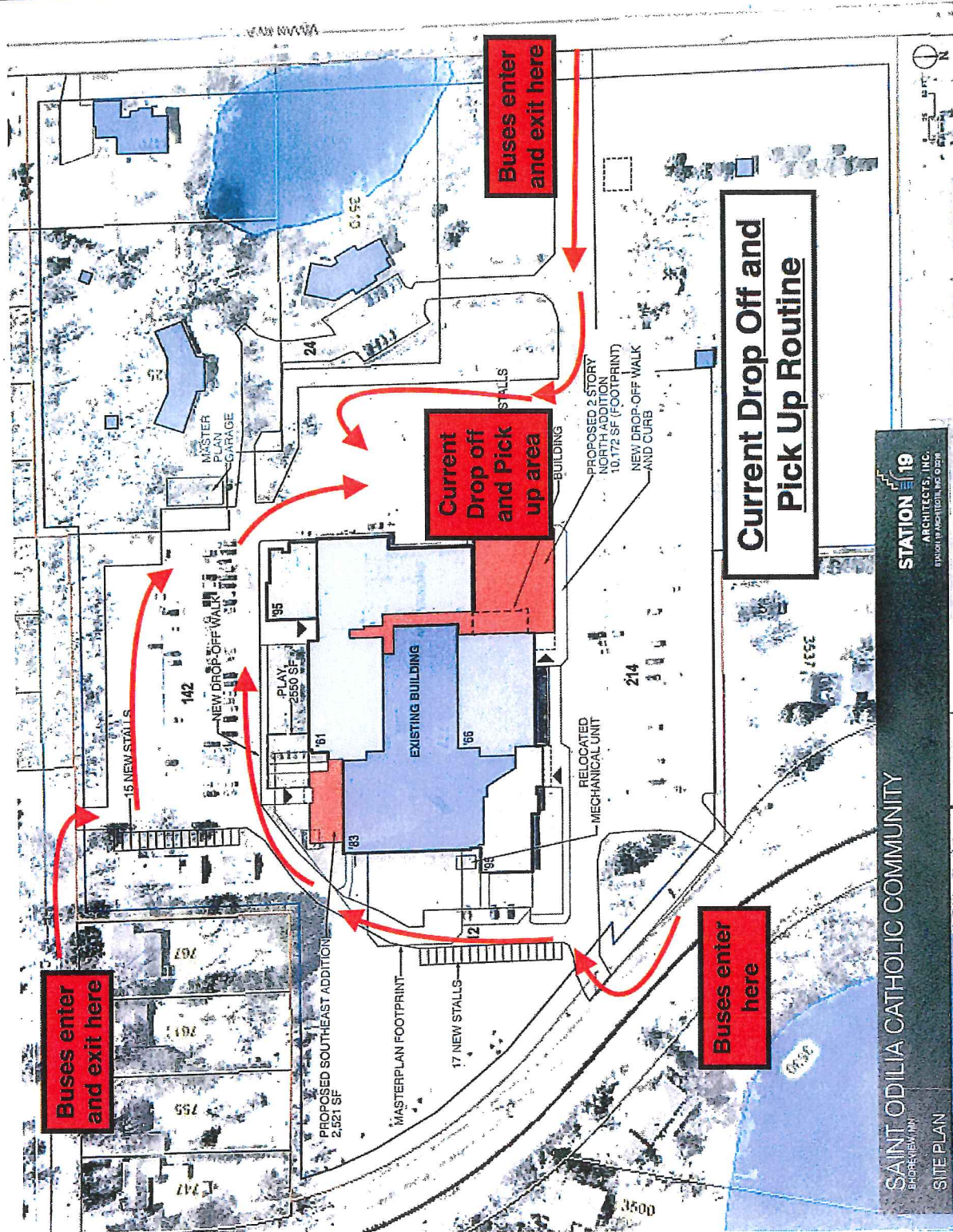
55820-0 PRAIRIE BLUFF LANE



**Cultured Stone for Wall Accent and Monument Sign**

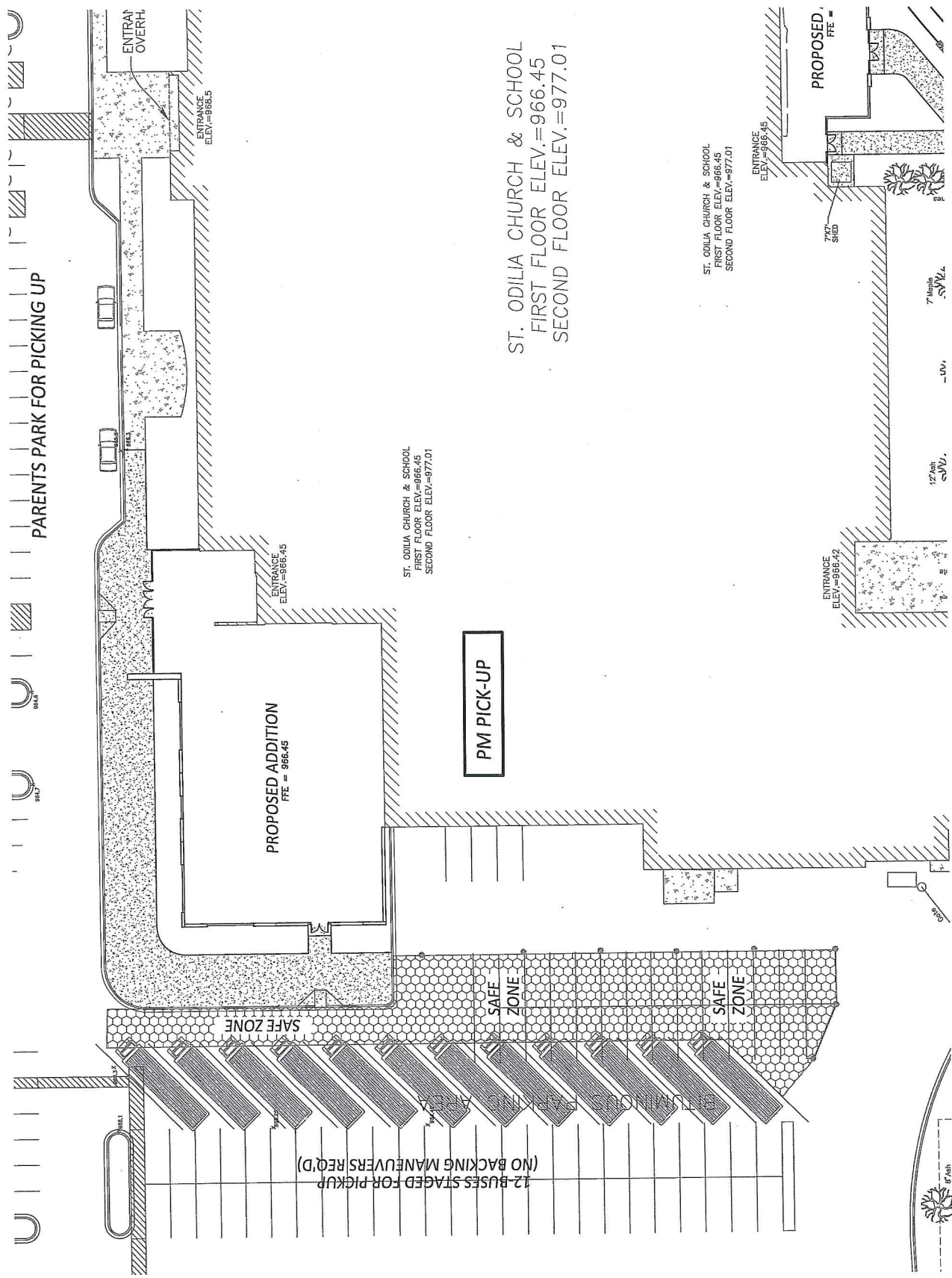
**PROPOSED EXTERIOR MATERIAL**  
for  
Saint Odilia Catholic Community  
11/14/16











ST. ODILIA CHURCH & SCHOOL  
FIRST FLOOR ELEV.=966.45  
SECOND FLOOR ELEV.=977.01

ST. ODILIA CHURCH & SCHOOL  
FIRST FLOOR ELEV.=966.45  
SECOND FLOOR ELEV.=977.01

ST. ODILIA CHURCH & SCHOOL  
FIRST FLOOR ELEV.=966.45  
SECOND FLOOR ELEV.=977.01

## CITY SUBMISSION

## PROJECT TEAM

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Station 19 Architects, Inc.  
2001 University Ave. S.E. Suite 100  
Minneapolis, MN 55414  
PH:(612) 623-1800

**MECHANICAL/ELECTRICAL ENGINEER**  
Emanuelson-Podas, Inc.  
7705 Bush Lake Road  
Edina, MN 55439  
PH: 952-930-0080

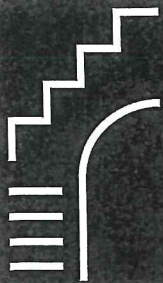
**CIVIL ENGINEER**  
Rehder & Associates  
3440 Federal Drive, Suite 110  
Eagan, MN, 55414  
PH: 651-452-5051

**LANDSCAPE ARCHITECT**  
Solution Blue, Inc.  
318 Cedar Street  
Satin Paul, MN, 55101  
PH: 651-294-0038

<b>T1.1</b>	<b>TITLE SHEET</b>
<b>CIVIL - LANDSCAPE - ELECTRICAL</b>	
<b>C0</b>	OVERALL SITE PLAN
<b>C1</b>	SITE DEMOLITION PLAN
<b>C2</b>	SITE DIMENSION PLAN
<b>C3</b>	GRADING & EROSION CONTROL PLAN
<b>C4</b>	GRADING & EROSION CONTROL PLAN
<b>L1.1</b>	LANDSCAPE PLAN
<b>SP1</b>	SITE PHOTOMETRIC PLAN

## ARCHITECTURAL

A0.1 MAIN LEVEL CODE PLAN  
A0.2 UPPER LEVEL CODE PLAN  
A6.1 EXTERIOR ELEVATIONS



# STATION NINETEEN

Architects - Incorporated

2001 UNIVERSITY  
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SUITE 100  
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MINNESOTA 55414  
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Registered Architect under the laws of the state of:

MINNESOTA

SIGNATURE \_\_\_\_\_

ARCHITECT: NICOLE THOMPSON

REGISTRATION NUMBER: 41520

DATE: 11/14/2016

DRAWN BY: MN

CHECKED BY: \_\_\_\_\_ AM \_\_\_\_\_

PROJECT TITLE

**ST. ODILIA  
CATHOLIC  
COMMUNITY**

SHOREVIEW,  
MINNESOTA

Project Number	4417
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No.	Date	Appr	Revision Notes
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No.	Date	Issue Notes
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















CITY  
SUBMISSION

Sheet Title  
TITLE SHEET

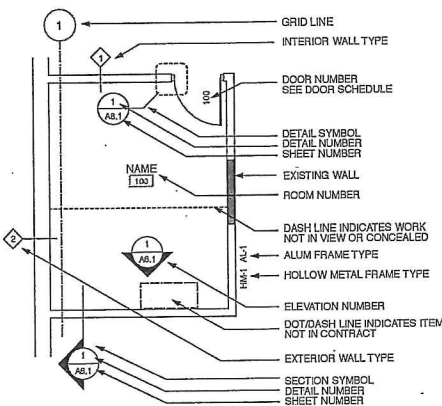
Drawing No.

## T1.1

## MATERIAL SYMBOLS

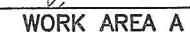
	EARTH
	GRANULAR MATERIAL
	CONCRETE
	CONCRETE MASONRY UNIT
	CUT STONE
	BRICK
	PLASTER OR GYPSUM BOARD
	METAL (LARGE SCALE)
	SINGLE METAL (SMALL SCALE)
	PLYWOOD
	WOOD, FINISHED
	2X WOOD FRAMING
	NON-SIZED WOOD FRAMING
	BLANKET INSULATION
	ACOUSTICO TILE
	RIGID INSULATION

## SYMBOL LEGEND

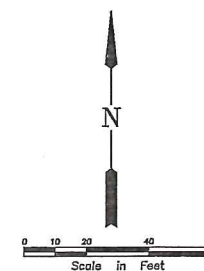








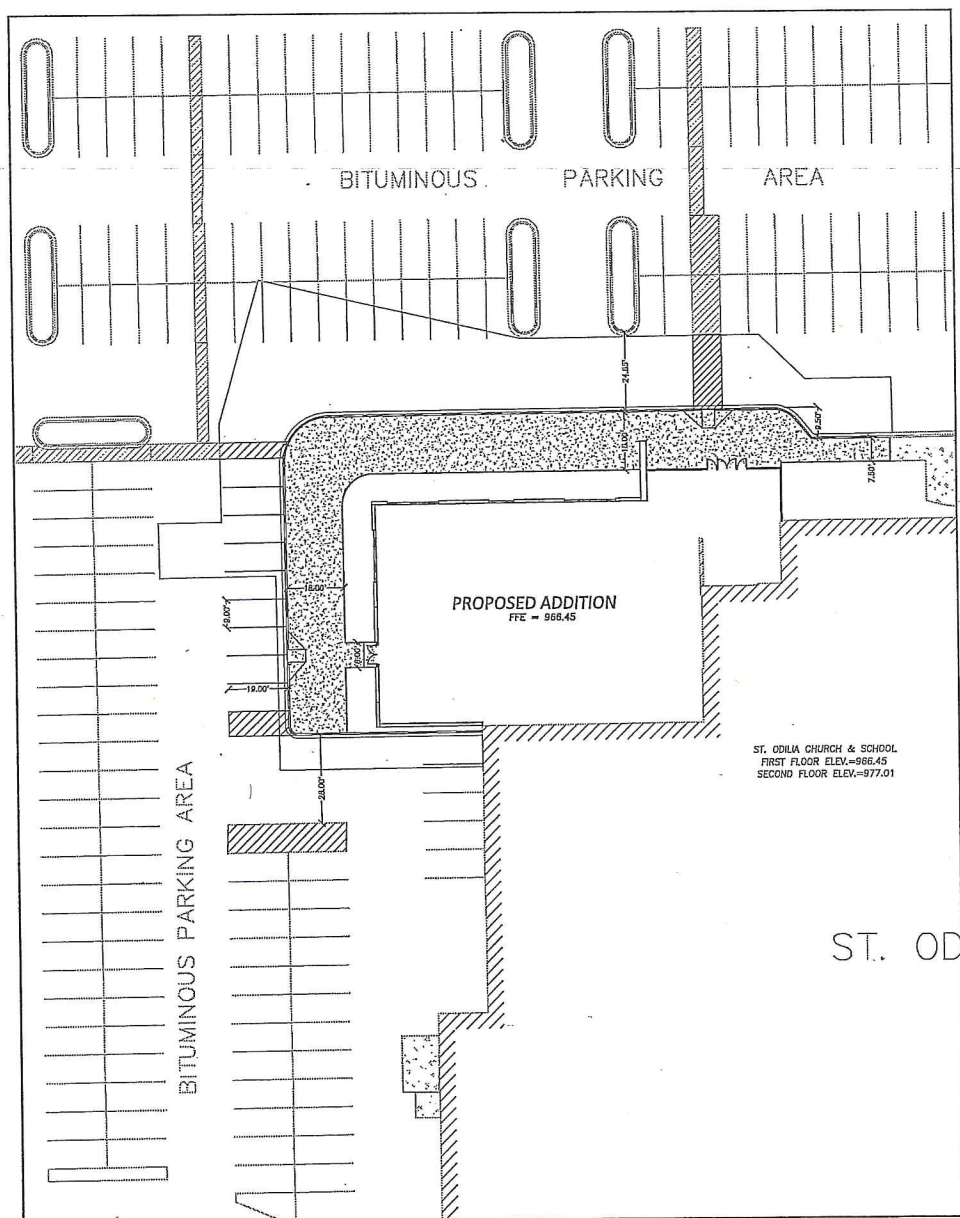
- ### DEMOLITION NOTES
- 1 - Remove concrete pavement.
  - 2 - Remove concrete curb & gutter.
  - 3 - Remove retaining wall.
  - 4 - Remove bituminous pavement.
  - 5 - Remove striping.
  - 6 - Remove and salvage chainlink fence.
  - 7 - Remove tree/shrub.
  - 8 - Remove storm sewer piping and catch basin.
  - 9 - Remove light pole.
  - 10 - Remove handhole.
  - 11 - Remove & salvage shed.
  - 12 - Remove concrete slab under shed.



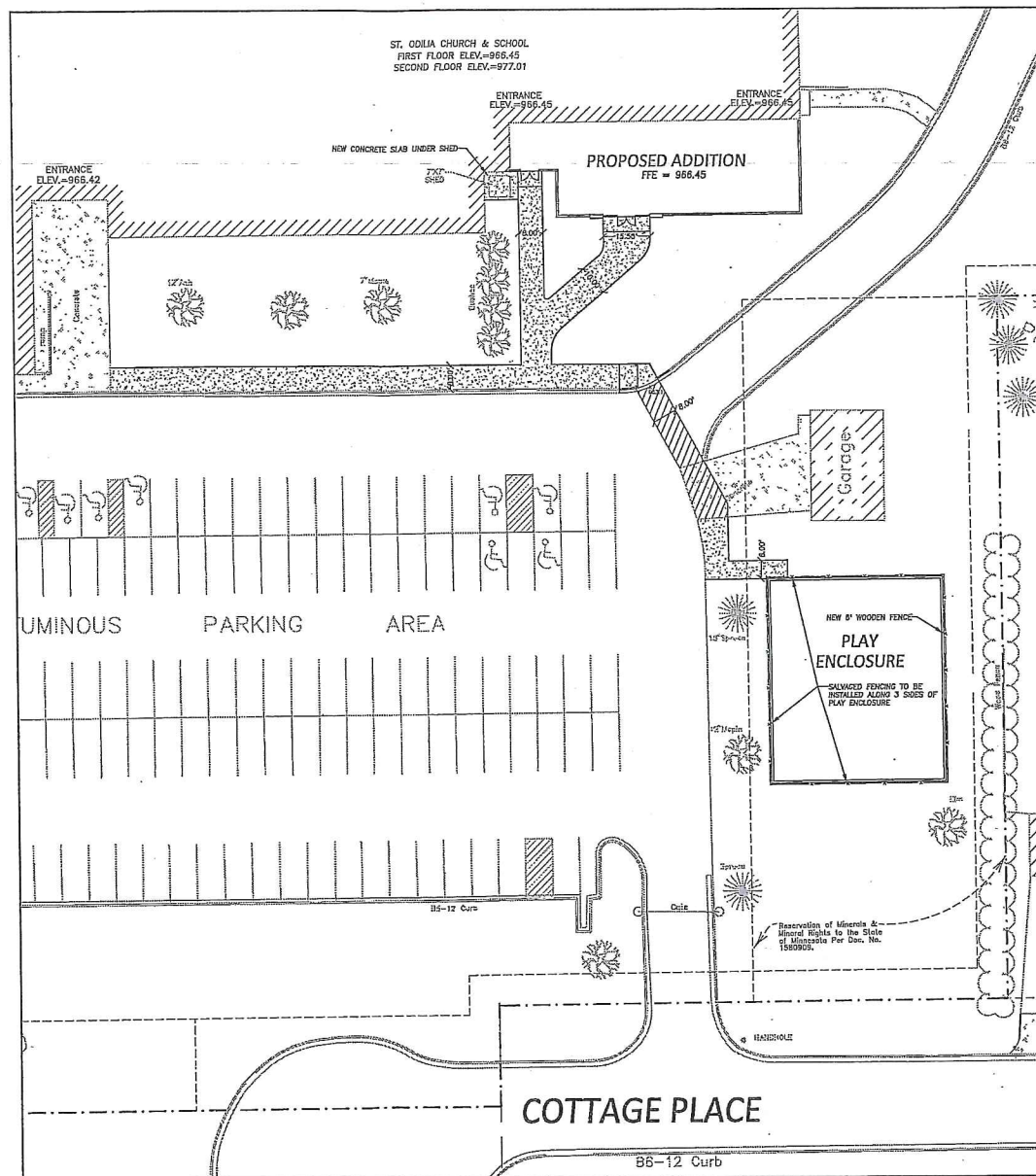
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C1





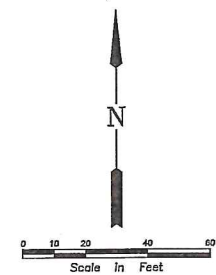
WORK AREA A



WORK AREA B

- SITE NOTES**
- ① - All dimensions between curbing and to radius points are to face of curb.
  - ② - All dimensions abutting curbs are to back of curb.
  - ③ - All curb and gutter on private property shall be type B-612 unless otherwise noted.
  - ④ - All parking stall striping width is 9.00' unless otherwise noted.

- LEGEND**
- BOUNDARY/ROW/BLOCK LINE
  - - - EASEMENT
  - ▨ PROPOSED CONCRETE
  - ▤ PROPOSED STD. DUTY BITUMINOUS
  - ▩ PROPOSED HEAVY DUTY BITUMINOUS



# **STATION NINETEEN**

Architects - Incorporated

2001 UNIVERSITY  
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FAX (612) 623.0012

## **Rehder & Associates, Inc.**

Civil Engineers, Planners and Land Surveyors  
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Suite 110  
Eagan, MN 55121  
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Fax: (651) 458-0787  
Email: info@rehder.com  
www.rehder.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of MINNESOTA

SIGNATURE:

ENGINEER: Benton G. Ford, P.E.

REGISTRATION NUMBER: 24392

DATE: 14 NOVEMBER 201

DRAWN BY: NPA

CHECKED BY: BGF

PROJECT TITLE

ST. ODILIA CATHOLIC COMMUNITY

SHOREVIEW, MINNESOTA

Project Number 4417

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No.	Date	Appr.	Revision Notes

No. Date Issue Notes

Phase

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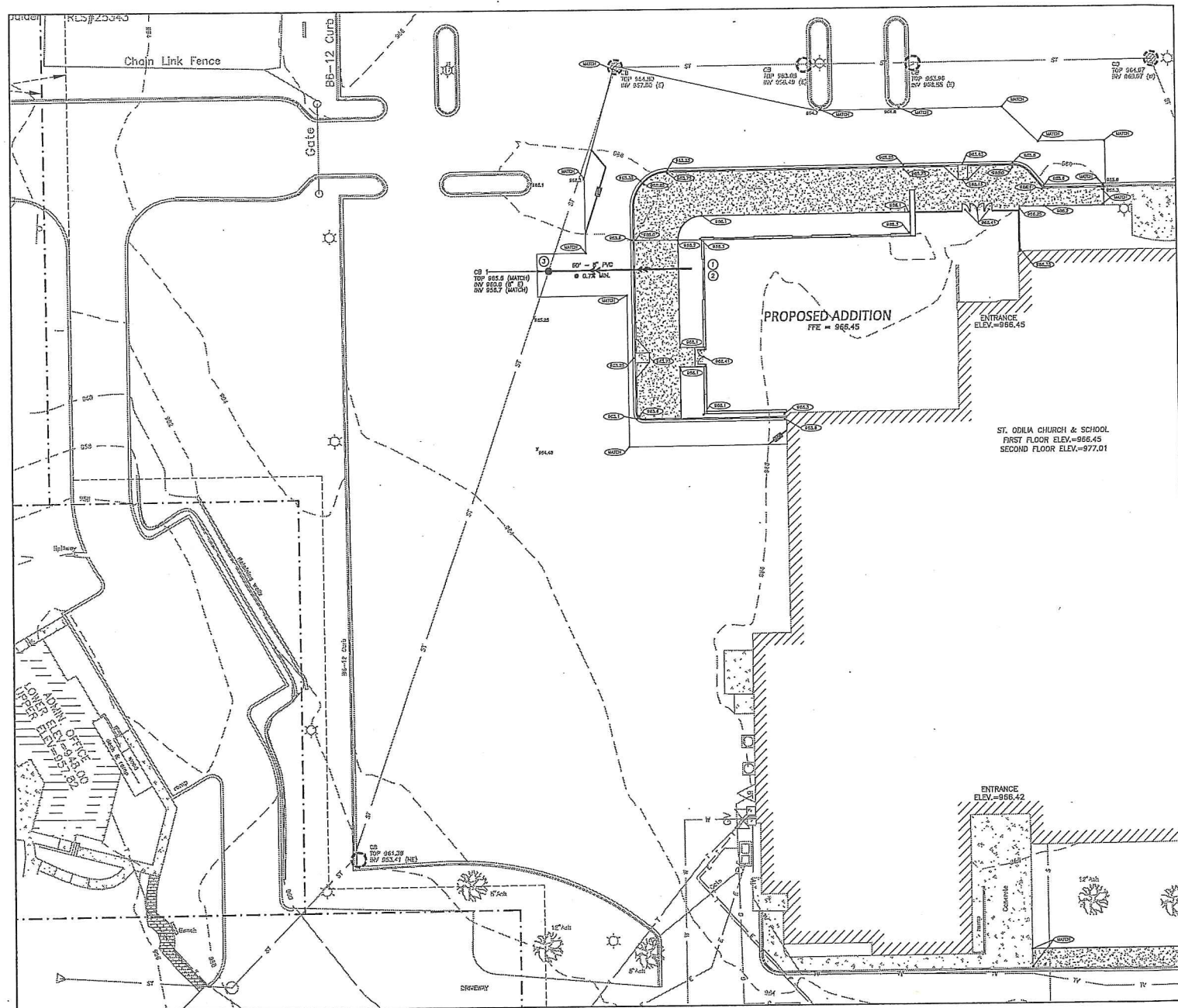
Sheet Title

SITE DIMENSION PLAN

Drawing No.

**C2**





WORK AREA A

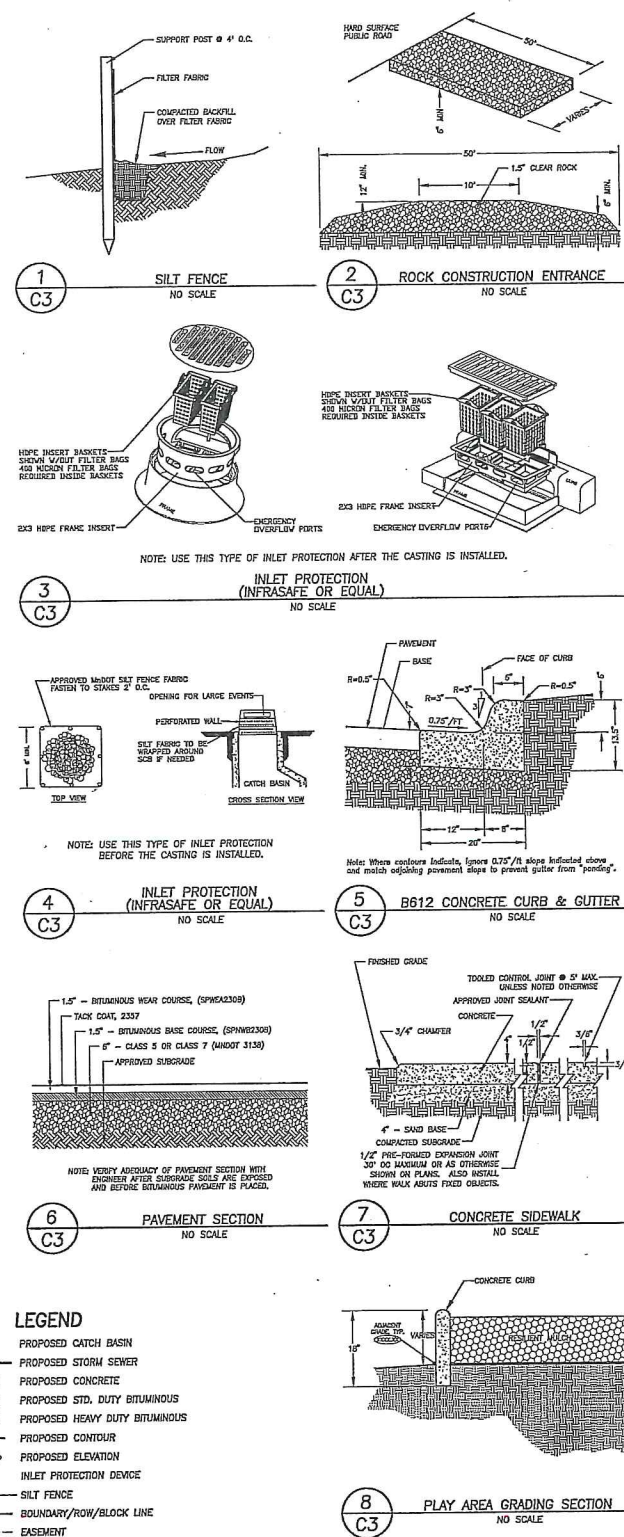
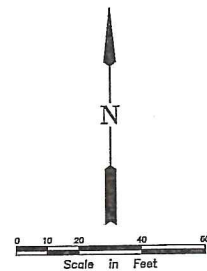
**GRADING NOTES**  
 1 - All elevations shown are to final surfaces.

**EROSION CONTROL NOTES**

- 1 - All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
- 2 - Sweep paved public streets as necessary where construction sediment has been deposited.
- 3 - Each area disturbed by construction shall be restored per the specifications within two weeks of substantial completion of grading in that area.
- 4 - Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
- 5 - Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

**UTILITY NOTES**

- 1 - All sewer services to extend to a point 5' from proposed building.
- 2 - Verify all service locations and inverts with mechanical engineer before construction.
- 3 - Construct CB over existing storm sewer pipe.



**LEGEND**

- PROPOSED CATCH BASIN
- PROPOSED STORM SEWER
- ▭ PROPOSED CONCRETE
- ▭ PROPOSED STD. DUTY BITUMINOUS
- ▭ PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- INLET PROTECTION DEVICE
- SILT FENCE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- DRAINAGE ARROW
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED GAS LINE
- EXISTING BURIED ELECTRIC LINE
- EXISTING BURIED TELEPHONE LINE
- EXISTING BURIED TELEVISION LINE
- EXISTING CONTOUR
- EXISTING ELEVATION

**STATION NINETEEN**

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 Eden, MN 55128  
 Tel: (612) 442-5011  
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 Email: info@rehder.com  
 www.rehder.com

PROJECT NO. 222222 DRAWING FILE: 222222.DWG

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of:

MINNESOTA

SIGNATURE:

ENGINEER: Benton G. Ford, P.E.

REGISTRATION NUMBER: 24392

DATE: 14 NOVEMBER 2016

DRAWN BY: NPA

CHECKED BY: BOF

PROJECT TITLE

ST. ODILIA CATHOLIC  
 COMMUNITY

SHOREVIEW,  
 MINNESOTA

Project Number 4417

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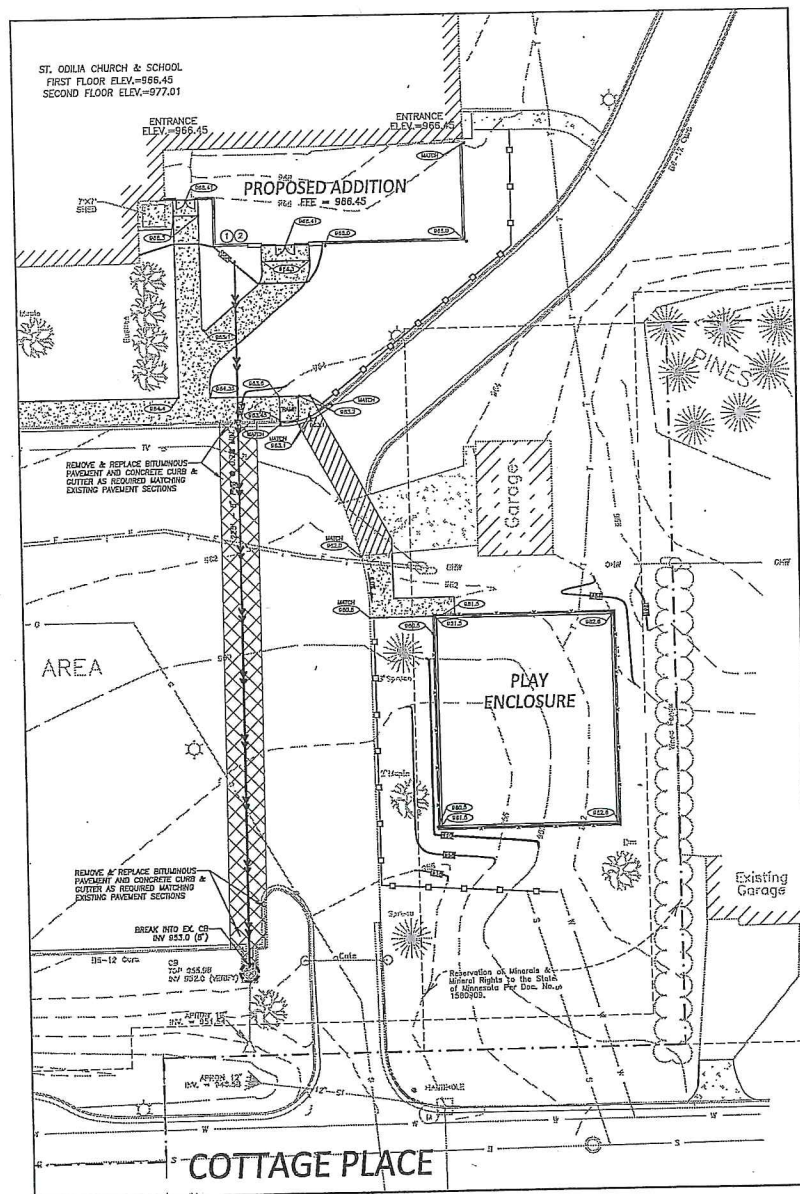
CITY  
 SUBMISSION

Sheet Title  
 GRADING & EROSION  
 CONTROL PLAN

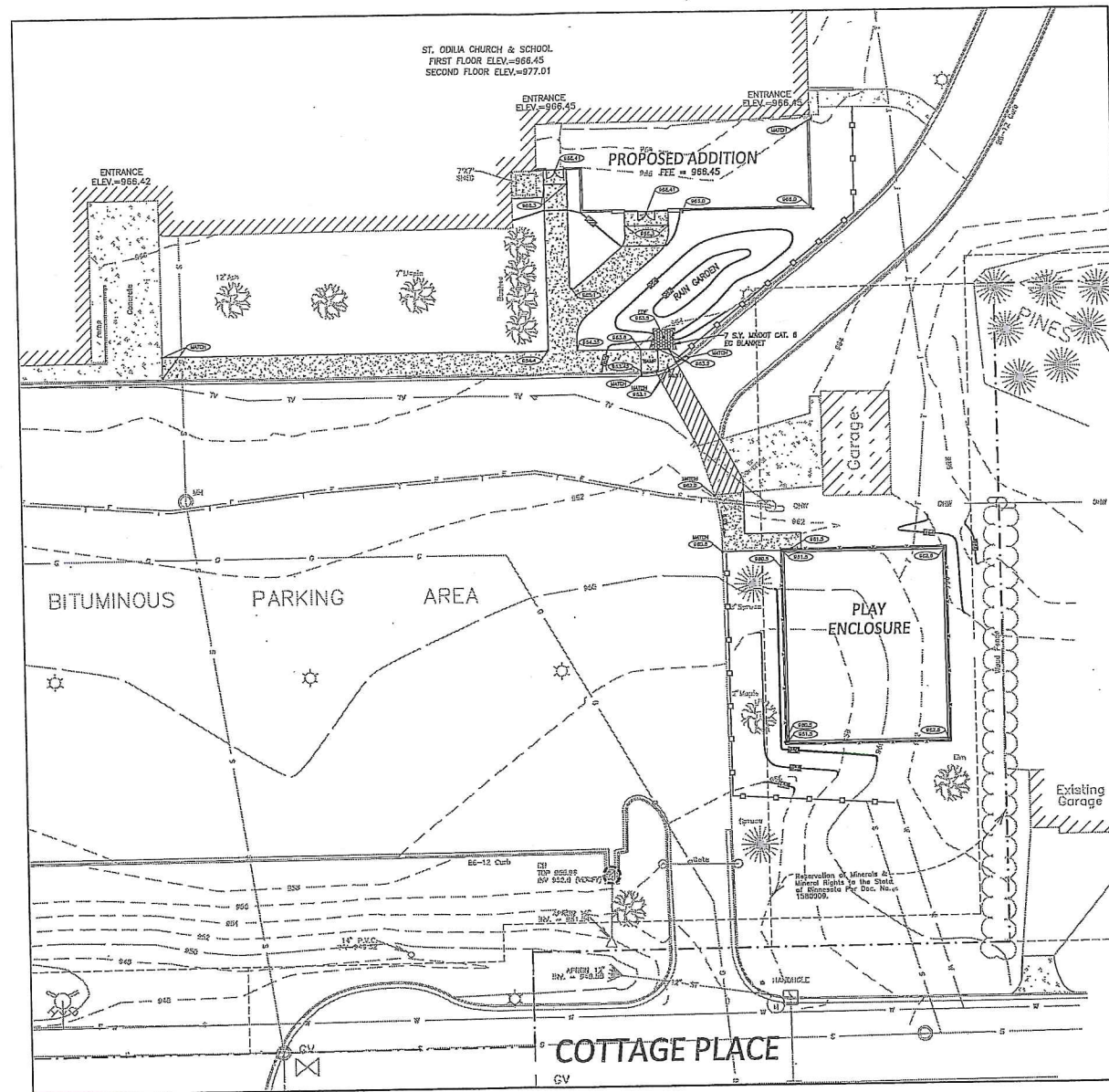
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C3



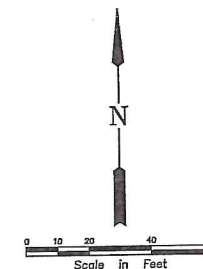


WORK AREA B - ALTERNATE 5



WORK AREA B - ALTERNATE 6

- LEGEND**
- PROPOSED CATCH BASIN
  - PROPOSED STORM SEWER
  - PROPOSED CONCRETE
  - PROPOSED STD. DUTY BITUMINOUS
  - PROPOSED HEAVY DUTY BITUMINOUS
  - PROPOSED CONTOUR
  - PROPOSED ELEVATION
  - ⊙ INLET PROTECTION DEVICE
  - SILT FENCE
  - BOUNDARY/ROW/BLOCK LINE
  - EASEMENT
  - DRAINAGE ARROW
  - EXISTING WATERMAIN
  - EXISTING SANITARY SEWER
  - EXISTING STORM SEWER
  - EXISTING BURIED GAS LINE
  - EXISTING BURIED ELECTRIC LINE
  - EXISTING BURIED TELEPHONE LINE
  - EXISTING BURIED TELEVISION LINE
  - EXISTING CONTOUR
  - EXISTING ELEVATION



## STATION NINETEEN

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www.rehder.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of:

MINNESOTA

SIGNATURE:

ENGINEER: Benton G. Ford, P.E.

REGISTRATION NUMBER: 24392

DATE: 14 NOVEMBER 2011

DRAWN BY: NPA

CHECKED BY: BGF

PROJECT TITLE

ST. ODILIA CATHOLIC  
COMMUNITY

SHOREVIEW,  
MINNESOTA

Project Number 4417

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No.	Date	Appr	Revision Notes

Phase

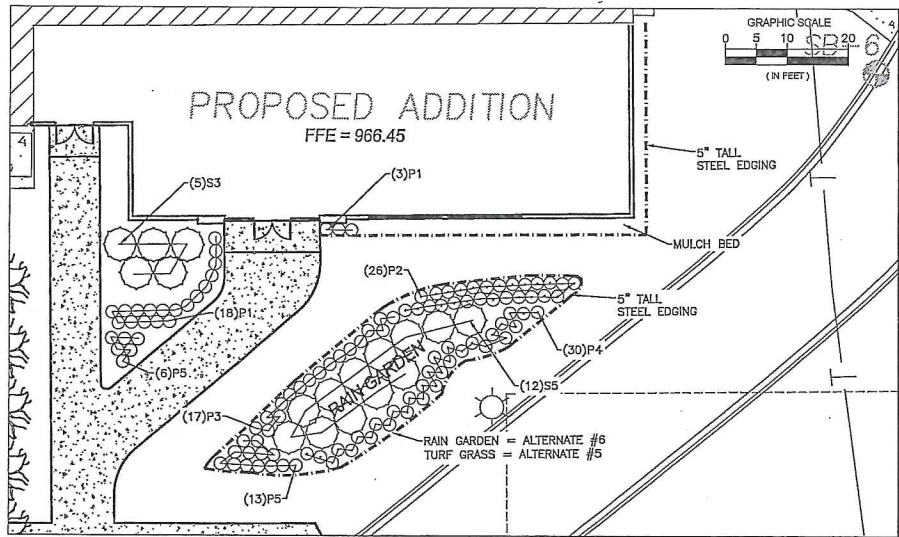
CITY  
SUBMISSION

Sheet Title  
GRADING & EROSION  
CONTROL PLAN

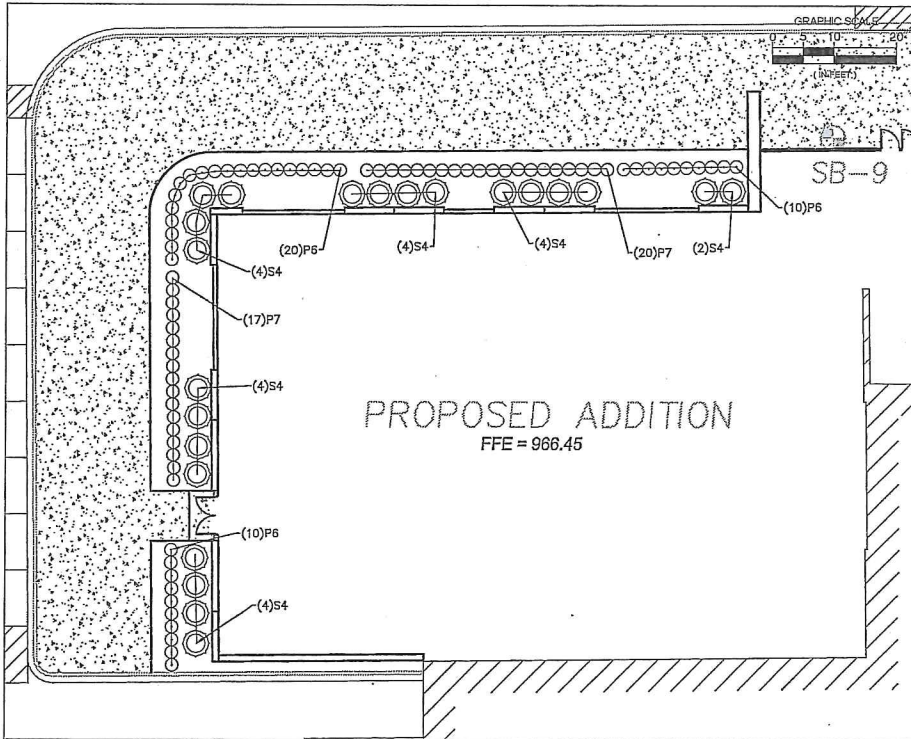
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C4

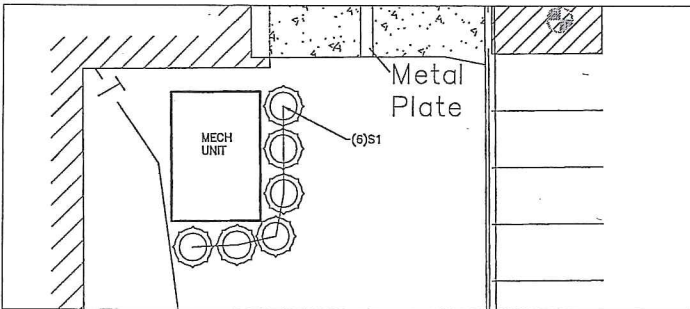




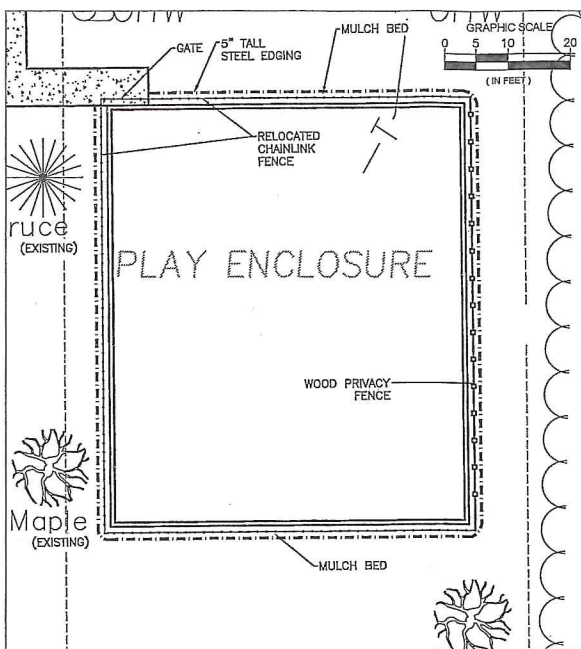
1 SOUTHEAST ADDITION



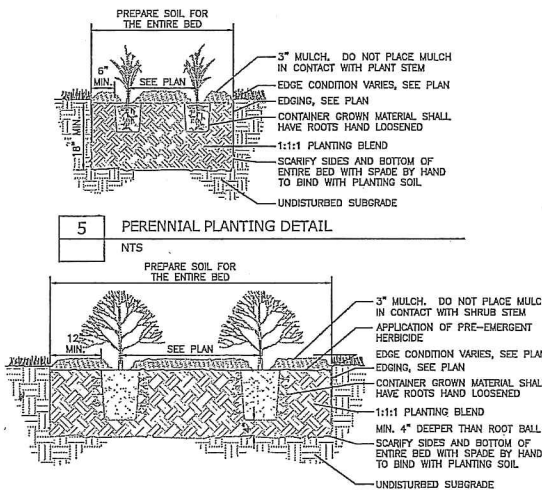
2 NORTHWEST ADDITION



3 EAST SIDE - RELOCATED MECHANICAL UNIT



4 PLAYGROUND AREA



6 SHRUB PLANTING DETAIL  
NTS



Quantity	ID	Common Name	Scientific Name	Size	Height	Width
<b>SHRUBS</b>						
6	S1	Tuckermans Viburnum (Evergreen)	<i>Thuja occidentalis 'Tuckermans'</i>	#20 cont.	12'	6"
5	S3	Dart's Gold Kinsbark	<i>Physocarpus opulifolius 'Dart's Gold'</i>	#5 cont.	5'	5"
22	S4	Taunton Yew (Evergreen)	<i>Taxus x media 'Taunton'</i>	#5 cont.	3'	4"
12	S5	Compact American Viburnum	<i>Viburnum blanda 'Daisy Compact'</i>	#5 cont.	6'	5"
<b>PERENNIALS</b>						
21	P1	Elizabethe Feather Reed Grass	<i>Calamagrostis x acutiflora 'Elizabethe'</i>	#1 cont.	4'	2"
16	P2	Red Switch Grass	<i>Panicum virgatum 'Shenandoah'</i>	#1 cont.	3'	2"
17	P3	Private Dried Grass	<i>Sporobolus heterolepis</i>	#1 cont.	2'	2"
30	P4	Black Eyed Susan	<i>Rudbeckia hirta</i>	#1 cont.	2.5'	2"
19	P5	Pow Wow Wildberry/Purple Cornflower	<i>Echinacea purpurea 'Pow Wow Wildberry'</i>	#1 cont.	2'	2"
40	P6	Diamonds Are Forever Hosts	<i>Hosta 'Diamonds Are Forever'</i>	#1 cont.	1'	2"
37	P7	Paradise Hosta	<i>Hosta 'Paradise'</i>	#1 cont.	1.5'	2"

#### GENERAL NOTES

- CONTRACTOR SHALL INSPECT THE SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.
- CONTRACTOR SHALL VERIFY PLAN LAYOUT AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN OR INTENT OF THE LAYOUT.
- CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND MATERIALS SUPPLIED.
- CONTRACTOR SHALL PROTECT EXISTING ROADS, CURBS/GUTTERS, WALKWAYS, TREES, LAWNS AND OTHER SITE FEATURES DESIGNATED TO REMAIN DURING CONSTRUCTION OPERATIONS (SEE CIVIL PLANS). DAMAGE TO SAME SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION BEGINS.
- CONTRACTOR SHALL COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.
- EXISTING CONTOURS, PAVEMENT, VEGETATION, UTILITIES AND OTHER FEATURES ARE BASED UPON INFORMATION SUPPLIED TO THE LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.
- CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.
- SYMBOLS ON PLAN DRAWING TAKE PRECEDENCE OVER SCHEDULES IF DISCREPANCIES IN QUANTITIES EXIST.
- CONTRACTOR SHALL INSTALL STEEL EDGING (5" TALL x 3/16" THICK) AT ALL MULCH BED BORDERS THAT ARE NOT ADJACENT TO PAVEMENT OR THE BUILDING FOUNDATION.

#### PLANTING NOTES

- ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE "AMERICAN STANDARD FOR NURSERY STOCK," AMERICAN ASSOCIATION OF NURSERYMEN.
- ALL PLANTS SHALL BE TRUE TO TYPE, HAVE NORMAL AND WELL DEVELOPED BRANCHES AND HAVE A VIGOROUS AND PERMANENT ROOT SYSTEM. ALL PLANTS SHALL ALSO BE FREE OF ANY DEFECTS, DISEASES, SUNGLAD INJURIES, ABRASIONS, INSECT EGGS, BORERS AND ALL FORMS OF INFESTATION. ALL NEW PLANTS SHALL BE NURSERY GROWN IN SIMILAR CLIMATIC CONDITIONS AS THAT FOUND IN THE PROJECT AREA.
- STAKE PROPOSED PLANTING LOCATIONS PER PLAN FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- INSTALL PLANT MATERIAL ONCE FINAL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- INSTALL PLANT MATERIALS PER PLANTING DETAILS AND NOTES INCLUDING 1:1:1 PLANTING BLEND OF 1 PART WASHED SAND (MNDOT SPEC. 3149-B2), 1 PART ORGANIC COMPOST (MNDOT SPEC. 3890 GRADE 2) AND 1 PART TOPSOIL BORROW (MNDOT SPEC. 3877-B).
- SUBSTITUTION REQUESTS FOR PLANT MATERIAL TYPE & SIZE SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT FOR CONSIDERATION PRIOR TO BIDDING. ALL SUBSTITUTIONS AFTER BIDDING MUST BE APPROVED BY LANDSCAPE ARCHITECT AND ARE SUBJECT TO CONTRACT ADJUSTMENTS.
- ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN THE FIELD. LANDSCAPE ARCHITECT MUST BE NOTIFIED PRIOR TO ADJUSTMENT OF ANY PLANTS.
- APPLY PRE-EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) IN ALL PLANTING BEDS FOLLOWED BY 3" DEEP LAYER OF SHREDDED HARDWOOD MULCH.
- ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. FERTILIZE THE SAUCERS OF ALL TREES WITH AN ADDITIONAL APPLICATION OF GRANULAR 27-3-3 FERTILIZER THE FOLLOWING SPRING AFTER INSTALLATION - APPLY 6 OZ. PER 2.5" CALIPER TREE AND 3 OZ. PER SHRUB.
- WRAP ALL DECIDUOUS TREES WITH HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR TREE WRAPPING. WRAP TREES PRIOR TO DECEMBER 1 AND REMOVE ALL WRAPPING AFTER MAY 1 EVERY YEAR.

#### IRRIGATION NOTES

- CONTRACTOR SHALL PROVIDE IRRIGATION SYSTEM PLAN/DETAILS/SHOP DRAWINGS FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- CONTRACTOR SHALL ENSURE THAT ALL SOD AND PLANTING AREAS ARE IRRIGATED PROPERLY, INCLUDING THOSE AREAS DIRECTLY AROUND AND ADJUTING THE BUILDING.
- IRRIGATION SYSTEM SHALL INCORPORATE A RAIN SENSOR INTO THE SYSTEM.
- IRRIGATION SYSTEM SHALL NOT SPRINKLE ACROSS ANY PAVEMENT.

#### TURF NOTES

- INSTALL LAWN SOD (MN-DOT SPEC. 3878-A) AFTER PLACING 3" DEEP LAYER OF PULVERIZED TOPSOIL BORROW (MN-DOT 3877-B) ACROSS ALL DISTURBED AREAS THAT ARE NOT COVERED WITH MULCH, PAVEMENT OR STRUCTURES.
- WHERE SOD ADJUTS PAVED SURFACES, THE FINISHED GRADE OF SOD SHALL BE HELD 0.50" BELOW THE SURFACE ELEVATION OF THE ADJACENT PAVEMENT.
- SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. SOD SHALL BE STAKED SECURELY IN PLACE USING 5-INCH LONG BIODEGRADABLE U STAPLES.
- CONTRACTOR SHALL WATER SOD THOROUGHLY IMMEDIATELY AFTER INSTALLATION, THEN WATER SOD DAILY FOR THE FIRST 30 DAYS FOLLOWING INSTALLATION.

#### ONGOING MAINTENANCE NOTES

- EVENLY SPREAD PRE-EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) ACROSS ALL LANDSCAPE BEDS TWO (2) TIMES EACH YEAR - ONCE AFTER SNOWMELT AND ONCE MORE IN MID SUMMER (LATE JULY OR EARLY AUGUST). SPREAD THE PREEN BY HAND ONLY IN DRY CONDITIONS.
- WRAP ALL DECIDUOUS TREES WITH HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR TREE WRAPPING EVERY YEAR. WRAP TREES PRIOR TO DECEMBER 1 AND REMOVE ALL WRAPPING AFTER MAY 1.
- TRIM AND MAINTAIN ALL PLANTS/SOD/SEED PER THE PRODUCERS' WRITTEN INSTRUCTIONS.

LANDSCAPE ARCHITECT CONTACT:  
MITCHELL COOKAS  
MCOOKAS@SOLUTIONBLUE.COM  
651-289-5534

## STATION NINETEEN

Architects - Incorporated

2001 UNIVERSITY  
AVENUE, SOUTHEAST  
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MINNESOTA



SIGNATURE

ARCHITECT

REGISTRATION NUMBER:

DATE: 2018

DRAWN BY: NJW

CHECKED BY: MGC

PROJECT TITLE

ST. ODILIA  
CATHOLIC  
COMMUNITY

SHOREVIEW,  
MINNESOTA

Project Number 4417

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No. Date Issued Revision Notes

No.	Date	Issued	Revision	Notes

Phase

DESIGN  
DEVELOPMENT

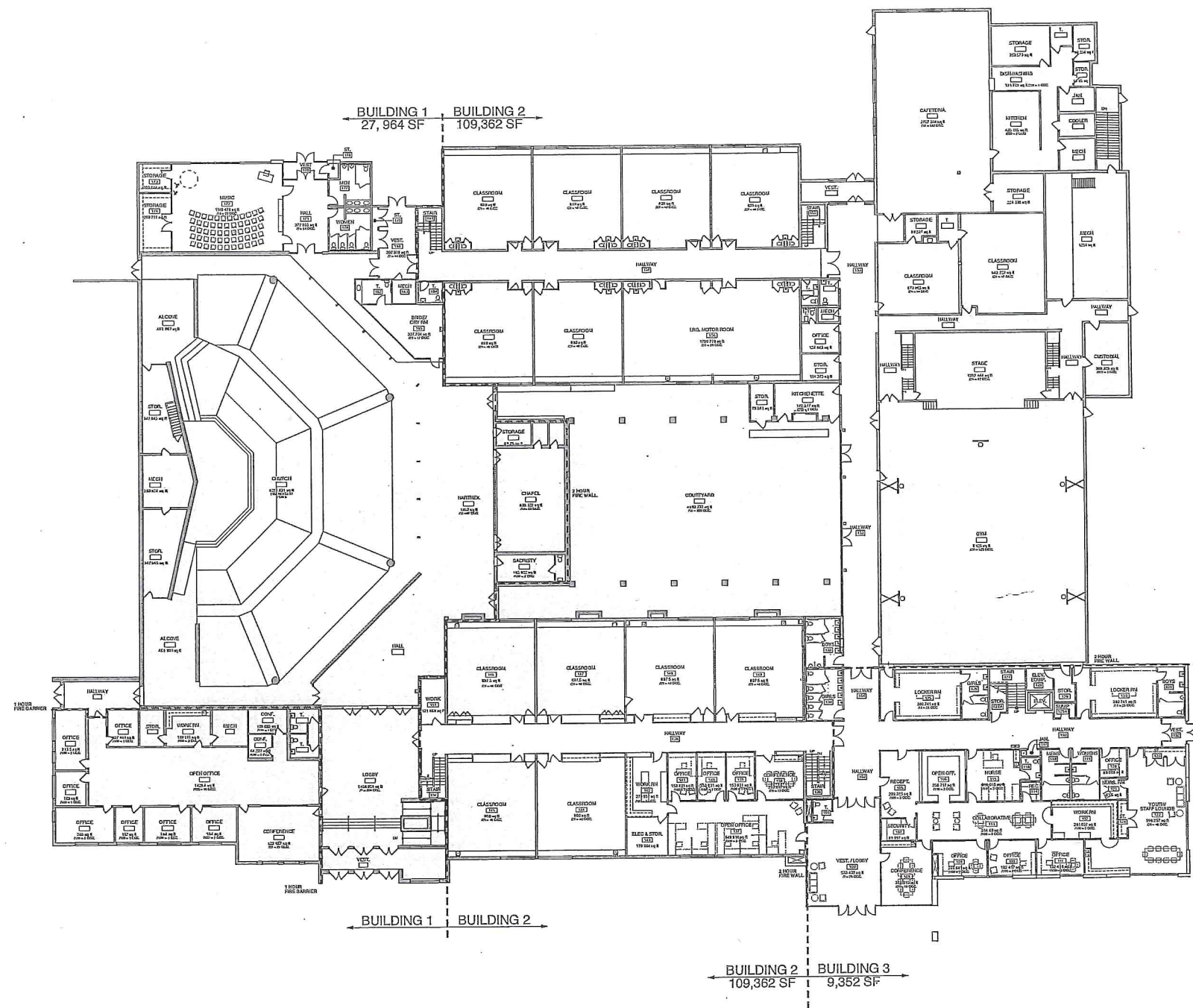
Sheet Title

LANDSCAPE  
PLAN

Drawing No.

L1.1






BUILDING 1 - CODE REVIEW SUMMARY			
2015 MINNESOTA BUILDING CODE			
303.4	DESCRIPTION OF OCCUPANCY		
202.2	TYPE OF CONSTRUCTION		
T 601	FIRE RESISTIVE REQUIREMENTS	REQUIRED	PROVIDED
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)	0 HRL	0 HRL
	BEARING WALLS-EXTERIOR	0 HRL	0 HRL
	BEARING WALLS-INTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - INTERIOR	0 HRL	0 HRL
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	0 HRL	0 HRL
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	0 HRL	0 HRL
T 602	FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE		
	FIRE SEPARATION DISTANCE	0 HRL	
T 503	ALLOWABLE HEIGHT AND BUILDING AREAS		
SEC.506	AREA MODIFICATIONS -- SPRINKLING USED FOR AREA		
	ALLOWABLE AREA PER FLOOR (A <sub>1</sub> ) = A <sub>1</sub> / (A <sub>1</sub> + A <sub>2</sub> )		28,037 SF
	A <sub>1</sub> = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503		8450
	A <sub>2</sub> = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.2		200
	IS = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3		0.50
	II = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		854 FT
	III = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		508 FT
	IV = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		30 FT
3 SIDES	F = BUILDING PERIMETER WHICH FRONTS ON PUBLIC WAY OR OPEN SPACE (20' MIN)		2,524 SF NEW
	P = PERIMETER OF ENTIRE BUILDING		93,246 SF EXIST
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)		27,964 SF TOTAL - OK

BUILDING 2 - CODE REVIEW SUMMARY			
2015 MINNESOTA BUILDING CODE			
303.4	DESCRIPTION OF OCCUPANCY		
202.2	TYPE OF CONSTRUCTION		
T 601	FIRE RESISTIVE REQUIREMENTS	REQUIRED	PROVIDED
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)	1 HRL	1 HRL
	BEARING WALLS-EXTERIOR	1 HRL	1 HRL
	BEARING WALLS-INTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - INTERIOR	0 HRL	0 HRL
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	1 HRL	1 HRL
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	1 HRL	1 HRL
T 602	FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE		
	FIRE SEPARATION DISTANCE	0 HRL	
T 503	ALLOWABLE HEIGHT AND BUILDING AREAS		
SEC.506	AREA MODIFICATIONS -- SPRINKLING USED FOR AREA		
	ALLOWABLE AREA PER FLOOR (A <sub>1</sub> ) = A <sub>1</sub> / (A <sub>1</sub> + A <sub>2</sub> )		89,183 SF
	A <sub>1</sub> = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503		28,500
	A <sub>2</sub> = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.2		200
	IS = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3		0.50
	II = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		848 FT
	III = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		1050 FT
	IV = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		30 FT
3 SIDES	F = BUILDING PERIMETER WHICH FRONTS ON PUBLIC WAY OR OPEN SPACE (20' MIN)		0 SF NEW
	P = PERIMETER OF ENTIRE BUILDING		109,362 SF EXIST
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)		109,362 SF TOTAL
			2,738 SF NEW
			22,130 SF EXIST
			24,894 SF TOTAL - OK

BUILDING 3 - CODE REVIEW SUMMARY			
2015 MINNESOTA BUILDING CODE			
303.4	DESCRIPTION OF OCCUPANCY		
202.2	TYPE OF CONSTRUCTION		
T 601	FIRE RESISTIVE REQUIREMENTS	REQUIRED	PROVIDED
	STRUCTURAL FRAME (COLUMNS, GIRDERS, TRUSSES)	1 HRL	1 HRL
	BEARING WALLS-EXTERIOR	1 HRL	1 HRL
	BEARING WALLS-INTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - EXTERIOR	0 HRL	0 HRL
	NON-BEARING WALLS AND PARTITIONS - INTERIOR	0 HRL	0 HRL
	FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	1 HRL	1 HRL
	ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	1 HRL	1 HRL
T 602	FIRE-RESISTIVE RATING REQ. FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE		
	FIRE SEPARATION DISTANCE	0 HRL	
T 503	ALLOWABLE HEIGHT AND BUILDING AREAS		
SEC.506	AREA MODIFICATIONS -- SPRINKLING USED FOR AREA		
	ALLOWABLE AREA PER FLOOR (A <sub>1</sub> ) = A <sub>1</sub> / (A <sub>1</sub> + A <sub>2</sub> )		89,265 SF
	A <sub>1</sub> = TABULAR AREA PER STORY IN ACCORDANCE WITH T.503		28,500
	A <sub>2</sub> = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.2		200
	IS = AREA INCREASE FACTOR DUE TO SPRINKLE PROTECTION IN ACCORDANCE WITH S.506.3		0.50
	II = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		200
	III = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		422 FT
	IV = AREA INCREASE FACTOR DUE TO FRONTAGE (S.506.2) =		30 FT
3 SIDES	F = BUILDING PERIMETER WHICH FRONTS ON PUBLIC WAY OR OPEN SPACE (20' MIN)		9,352 SF NEW
	P = PERIMETER OF ENTIRE BUILDING		9,352 SF EXIST
	W = WIDTH OF A PUBLIC WAY OR OPEN SPACE (30' MAX)		9,352 SF TOTAL - OK

NOTE:  
NO WORK IN SHADED AREAS



# STATION NINETEEN

Architects - Incorporated

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MINNESOTA

SIGNATURE

ARCHITECT: NICOLE THOMPSON

REGISTRATION NUMBER: 41520

DATE: 11/14/2016

DRAWN BY: MM

CHECKED BY: AK

PROJECT TITLE

ST. ODILIA CATHOLIC COMMUNITY

SHOREVIEW, MINNESOTA

Project Number 4417

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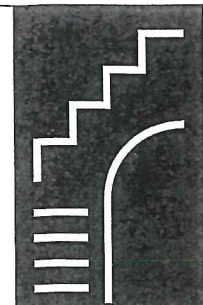
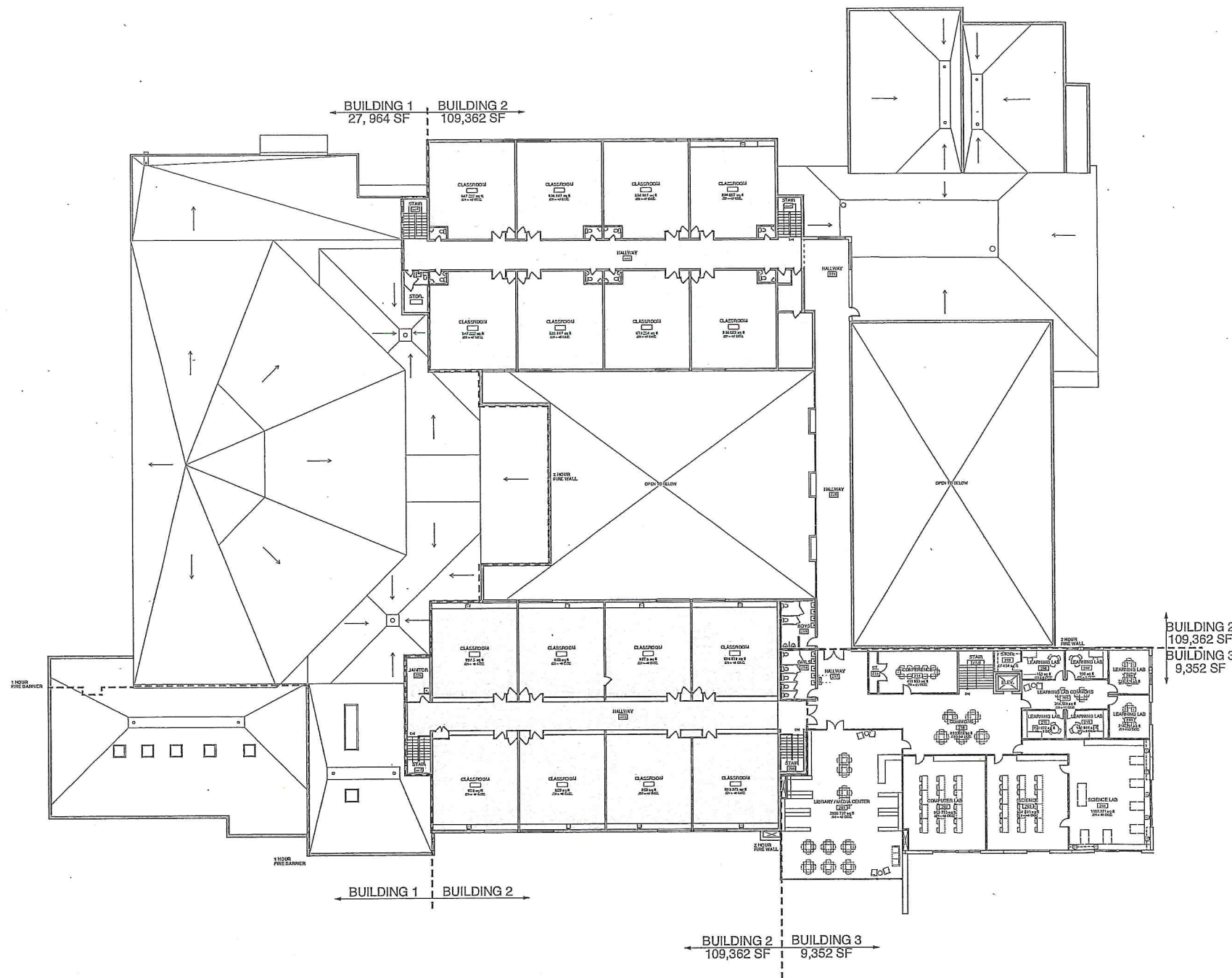
No.	Date	Appr	Revision Notes

No. Date Issue Notes

Phase CITY SUBMITTAL

Sheet Title MAIN LEVEL CODE PLAN

Drawing No. A0.1



# STATION NINETEEN

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SIGNATURE

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No. Date Appr. Revision Notes

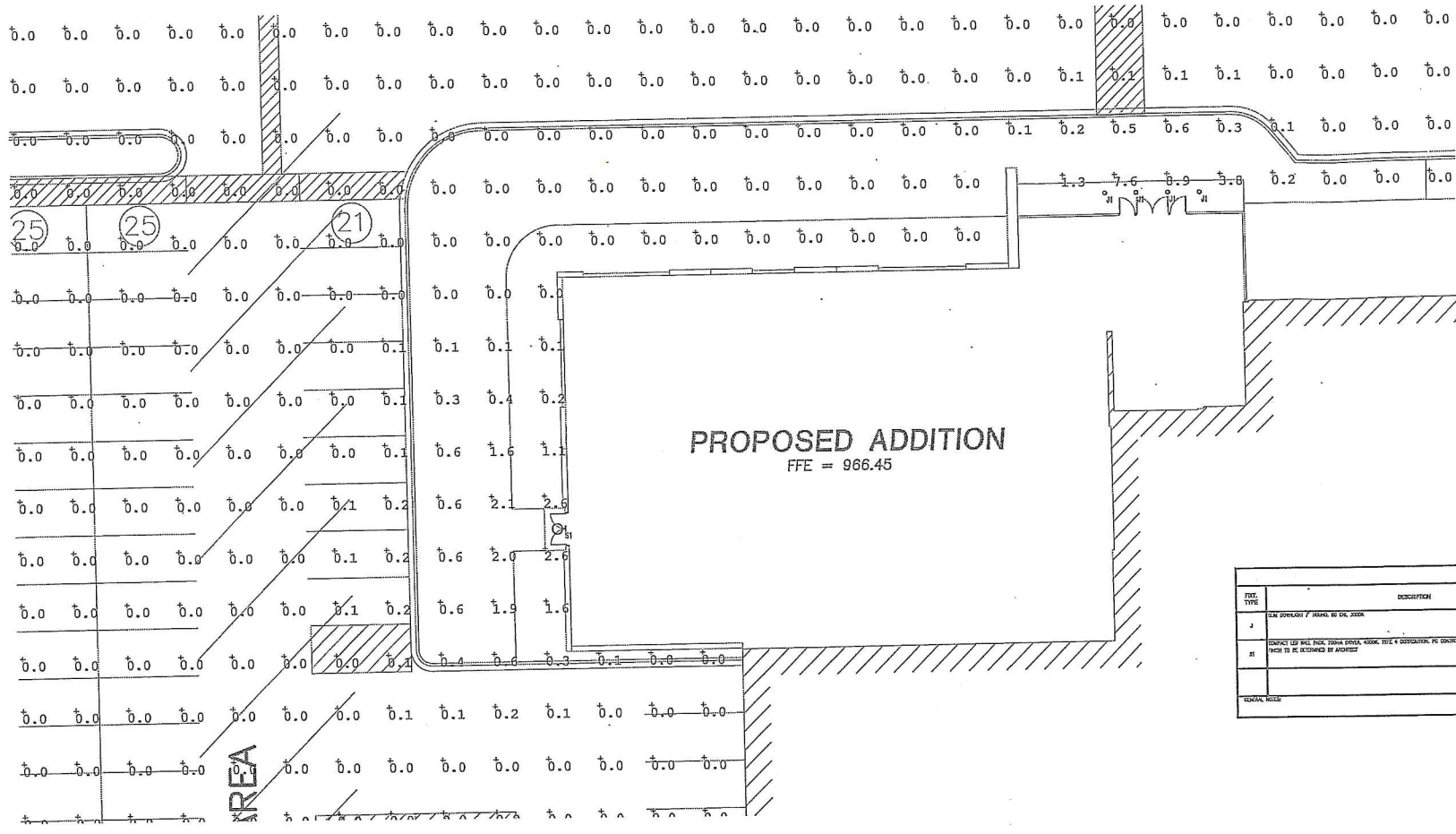
Phase  
CITY  
SUBMITTAL

Sheet Title  
UPPER LEVEL  
CODE PLAN

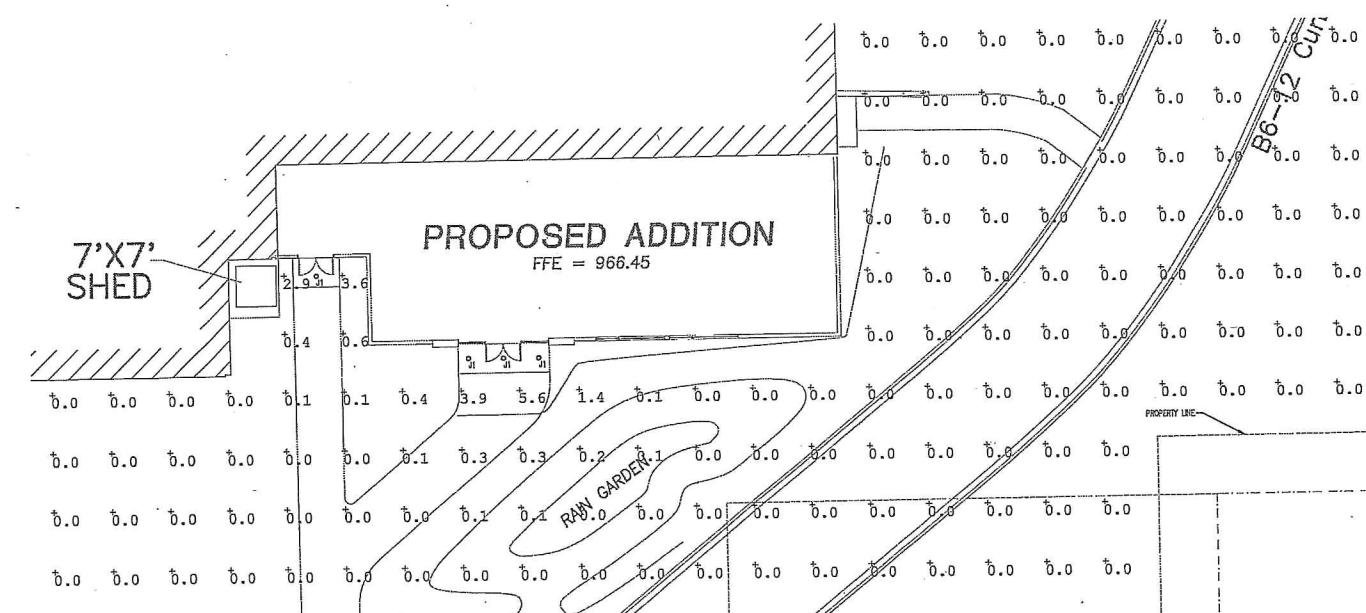
Drawing No.

A0.2



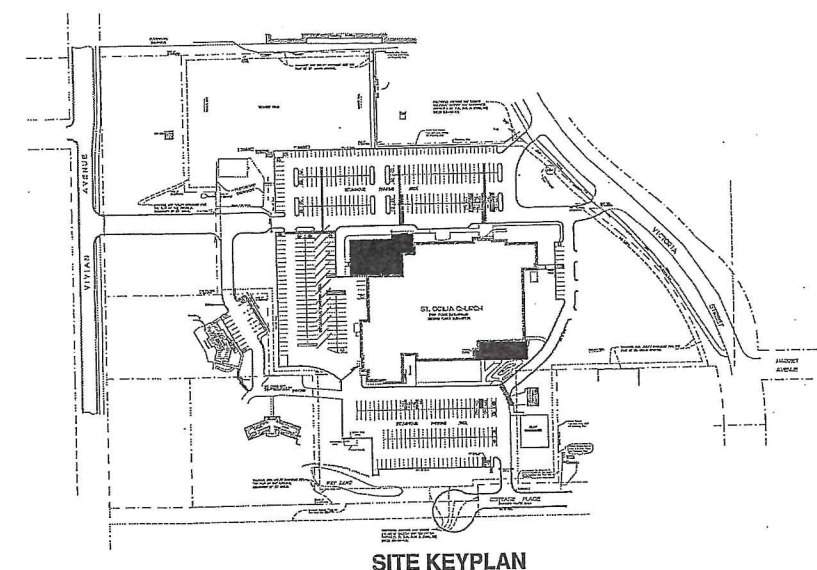


2 NORTHWEST ADDITION PHOTOMETRIC PLAN  
SCALE: 3/32" = 1'-0"



2 SOUTHEAST ADDITION PHOTOMETRIC PLAN  
SCALE: 3/32" = 1'-0"

LIGHT FIXTURE SCHEDULE									
ITEM	DESCRIPTION	VOLTS	TYPE	QTY	MANUFACTURER	CATALOG NUMBER	NOTES		
1	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
2	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
3	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
4	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
5	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
6	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
7	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
8	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
9	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			
10	120 VOLT 1' X 4' RECESSED IC LED LIGHT	120	IC LED	1	OSRAM	OSRAM			



# STATION NINETEEN

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of:

MINNESOTA

MINNESOTA PROFESSIONAL ENGINEERING BOARD  
CONSULTING ENGINEER  
No. 100000000  
Exp. 12/31/2015  
www.mpeboard.com

SIGNATURE: \_\_\_\_\_  
ENGINEER: \_\_\_\_\_  
REGISTRATION NUMBER: \_\_\_\_\_  
DATE: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_

ST. ODILIA CATHOLIC COMMUNITY  
SHOREVIEW, MINNESOTA  
Project Number 3969.0000

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No. \_\_\_\_\_ Date \_\_\_\_\_ Issue Notes \_\_\_\_\_

Phase: CITY SUBMISSION

Sheet Title: SITE PHOTOMETRIC PLAN

Drawing No. SP1







## STATION NINETEEN

Architects - Incorporated

2001 UNIVERSITY  
AVENUE SOUTHEAST  
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MINNESOTA

SIGNATURE

ARCHITECT: NICOLE L. THOMPSON

REGISTRATION NUMBER: 41620

DATE: 14 NOVEMBER 2016

DRAWN BY: MM

CHECKED BY: AK/NT

PROJECT TITLE

ST. ODILIA CATHOLIC  
COMMUNITY

SHOREVIEW,  
MINNESOTA

Project Number 4417

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No. Date Appr Revision Notes

No.	Date	Appr	Revision Notes

Phase

CITY  
SUBMISSION

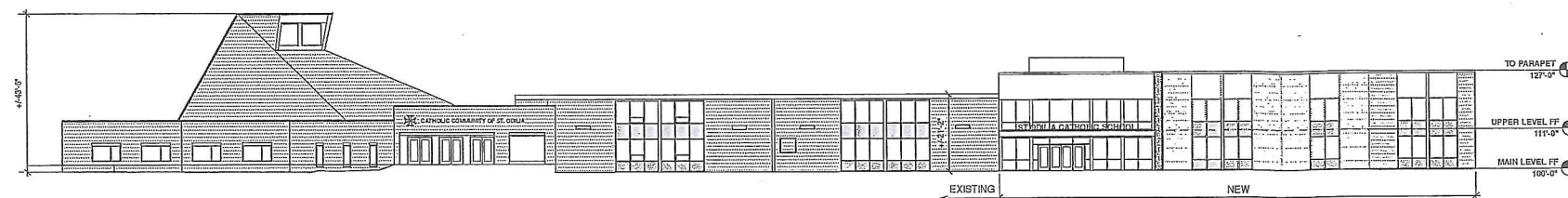
Sheet Title  
ELEVATIONS

Drawing No.

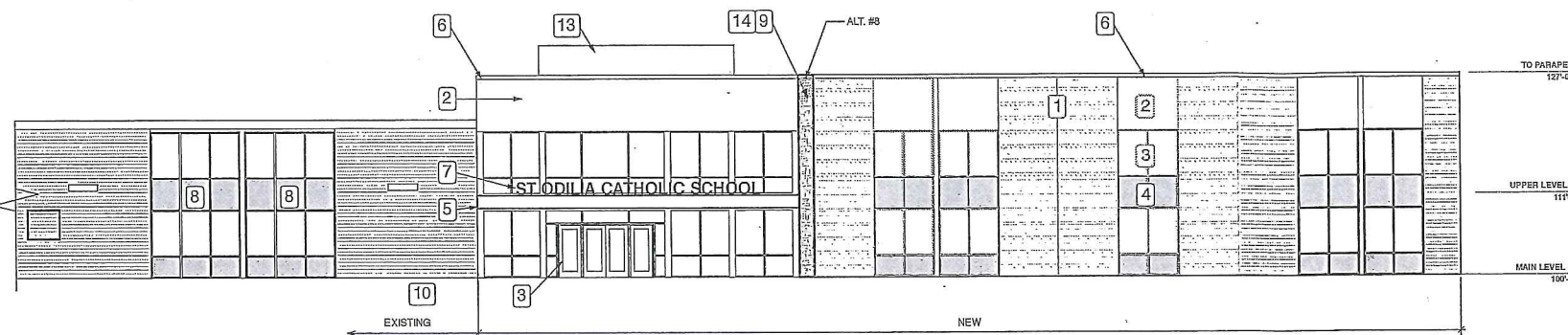
A6.1

### ELEVATION NOTES

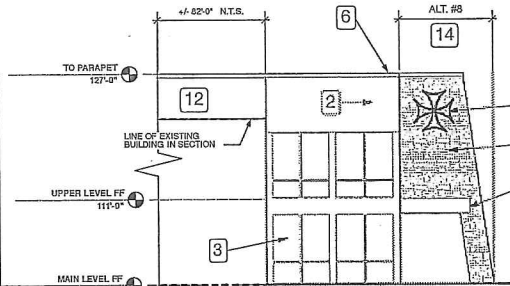
1. PRECAST PANELS WITH THIN BRICK TO MATCH EXISTING
2. METAL PANEL - DARK BRONZE TO MATCH EXISTING
3. ALUMINUM DOORS & WINDOWS - DARK BRONZE
4. SPANDREL GLASS
5. CANOPY W/ PREFINISHED METAL FASCIA - DARK BRONZE
6. PREFINISHED METAL ROOF EDGE - DARK BRONZE
7. NEW METAL SIGNAGE
8. ALTERNATE #7 - WINDOW REPLACEMENT
9. CULTURED LIMESTONE
10. EXISTING BRICK, PREFINISHED METAL AND ALUMINUM WINDOWS.
11. BRICK TO MATCH EXISTING OVER METAL STUD WALL
12. VERTICAL METAL PANEL TO MATCH EXISTING - DARK BRONZE
13. METAL ROOF EQUIPMENT SCREENING - DARK BRONZE
14. IF ALT. NOT ACCEPTED, WRAP GLASS & METAL AROUND WEST WALL



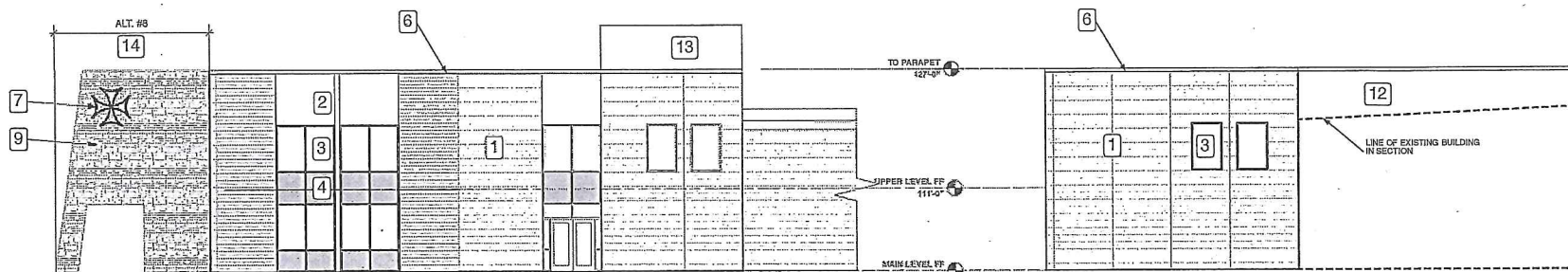
1 NORTH ELEVATION  
Scale: 1/16" = 1'-0"



2 NORTH EDUCATION CENTER ELEVATION  
Scale: 1/8" = 1'-0"

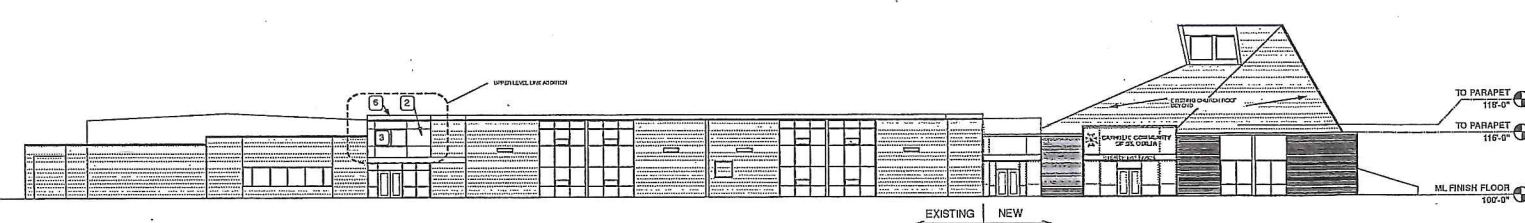


3 EAST EDUC. CENTER ELEVATION  
Scale: 1/8" = 1'-0"

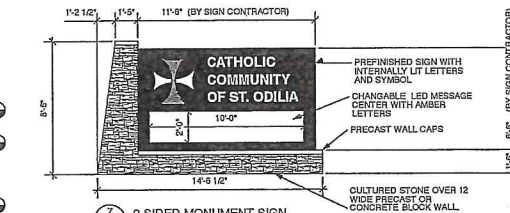


4 WEST EDUCATION CENTER ELEVATION  
Scale: 1/8" = 1'-0"

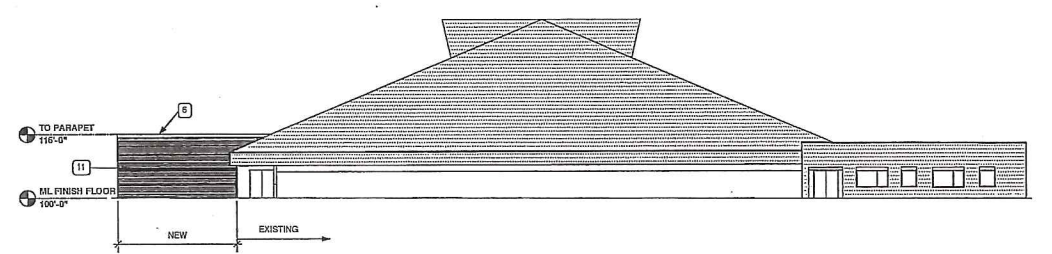
5 SOUTH EDUC. CENTER ELEVATION  
Scale: 1/8" = 1'-0"



6 SOUTH ELEVATION  
Scale: 1/16" = 1'-0"



7 2-SIDED MONUMENT SIGN  
Scale: 1/4" = 1'-0"



8 EAST ELEVATION  
Scale: 1/16" = 1'-0"

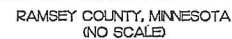


9 SOUTHEAST ADDITION ELEVATION  
Scale: 1/8" = 1'-0"



~for~ THE CHURCH OF ST. ODILIA  
~of~ THE CATHOLIC COMMUNITY OF ST. ODILIA

PART OF SEC. 35, TWP. 30, RNG. 23



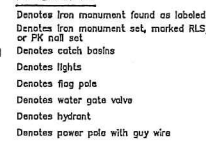
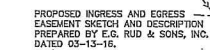
Lot 1, Block 1, THE CATHOLIC COMMUNITY OF ST. ODILIA,  
Ramsey County, Minnesota.

1. The orientation of this bearing system is based upon the Ramsey County coordinate system.
2. Topography shown is based upon a Topography performed by E.C. Rusk & Sons Land Surveyors November 1894, updated November 2001 and February 2013. Field work was performed on October 12, 2016 to update the topography and verify boundary corners.
3. All utility lines on drawing are approximate locations shown per individual utility company sketches and some field location at utilities pointed on ground from previous field work. Only visible utilities were located on October 12, 2016.
4. This survey was prepared without the benefit of current title work. Additional easements, restrictions and/or encumbrances may exist other than those shown herein. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
5. For purposes of this survey the parking stripes were not updated. Parking stripes shown are per February 2016 survey.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

James E. Napier  
JAMES E. NAPIER  
Date: 10-13-16 License No. 25343

Approximate location of Benchmark is the west rim of manhole on south side of church drive on east side of Vivian Avenue.  
Elevation = 948.30 feet 1929 NGVD



DRAWN BY: JEN		JOB NO: 13050PP		DATE: 10/13/16	
CHECK BY: JEN		SCANNED <input type="checkbox"/>			
1					
2					
3					
NO.	DATE	DESCRIPTION			BY

 **E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701  
www.egrud.com

## PROPOSED MOTION

MOTION BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the retention of BWBR Architects for the Community Center Expansion Project and authorize the Mayor and City Manager to execute the agreement for architectural services.

	<u>AYES</u>	<u>NAYS</u>
Denkinger	_____	_____
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Martin	_____	_____

Regular City Council Meeting  
January 3, 2017



**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: TERRY SCHWERM, CITY MANAGER**

**DATE: DECEMBER 29, 2016**

**SUBJECT: AUTHORIZATION TO HIRE BWBR ARCHITECTS FOR THE COMMUNITY CENTER EXPANSION PROJECT**

### **INTRODUCTION**

During the past several months, the City Council, Parks and Recreation Commission, and staff have worked with BWBR Architects on development of a design concept and scope for the expansion of the Community Center. The Council is now being asked to authorize the retention of BWBR Architects for full design services associated with the Community Center Expansion Project.

### **BACKGROUND**

In 2013, the City hired BWBR Architects to assist in an expansion and remodeling study for the Community Center. This initial study was completed in January of 2014. During 2016, the City again hired BWBR to further refine the expansion study and identify the scope of the Community Center expansion project.

The proposed Community Center expansion and remodeling project, shown in the attached plans, includes a two-story building addition off of the gymnasium. This addition will provide a new entryway into an expanded indoor playground area, further expand the Wave Café seating area, and create a series of group fitness rooms on the lower level of the Community Center. The upper level of this addition includes a series of multi-purpose rooms that will be used for Summer Discovery, recreation program activities, and other community uses. It also provides some dedicated office and work room space for the City's community organizations. The project also includes an expansion of the Tropics indoor water park that will include a new interactive shallow water play area and additional family changing areas.

BWBR Architects was responsible for the original design of the Community Center in the late 1980's and for the expansion that occurred in 2002-2003. The architectural services agreement provides for complete design services for this project from schematic design through construction administration. These services include architectural services as well as structural, electrical, and mechanical engineering services for the proposed project. Design services for the shallow water pool/filtration system and interactive play structure will be handled

separately by a selected design/build vendor. The fixed fee proposal for these architectural design services is estimated at \$740,000 for an expansion project that has a total estimated project budget of \$11 million. Attached is a copy of the standard AIA contract for architectural services.

Also attached is a copy of the schedule for the project that includes schematic design occurring through mid-February, followed by design development from mid-February through early April. The project will be bid in early July, with project start-up planned for late summer.

### **RECOMMENDATION**

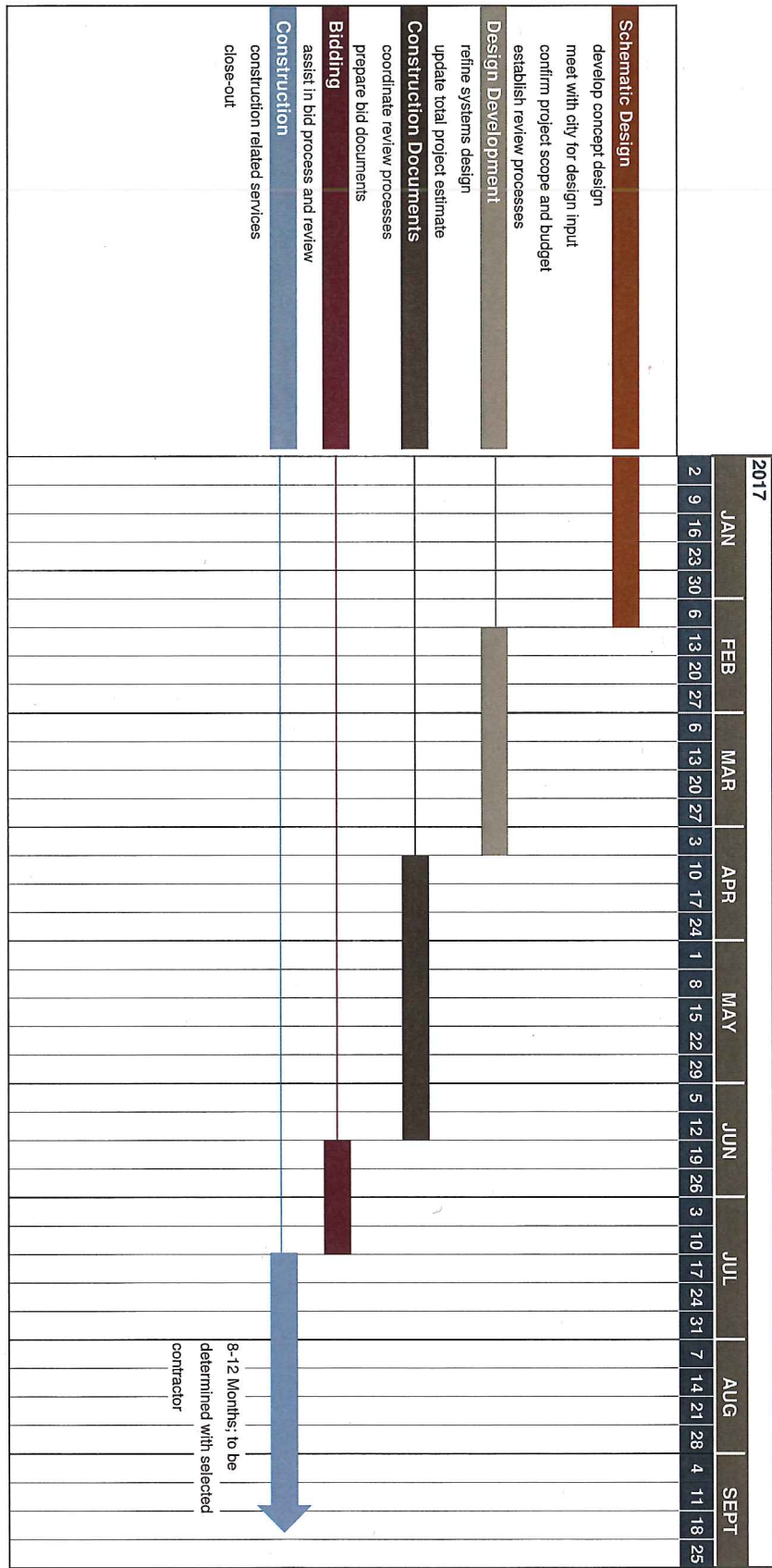
Based on the foregoing information, it is recommended that they City Council approve the retention of BWBR Architects for the Community Center Expansion Project and authorize the Mayor and City Manager to execute the agreement for architectural services.



# Shoreview Community Center, 2017 Additions Shoreview, Minnesota

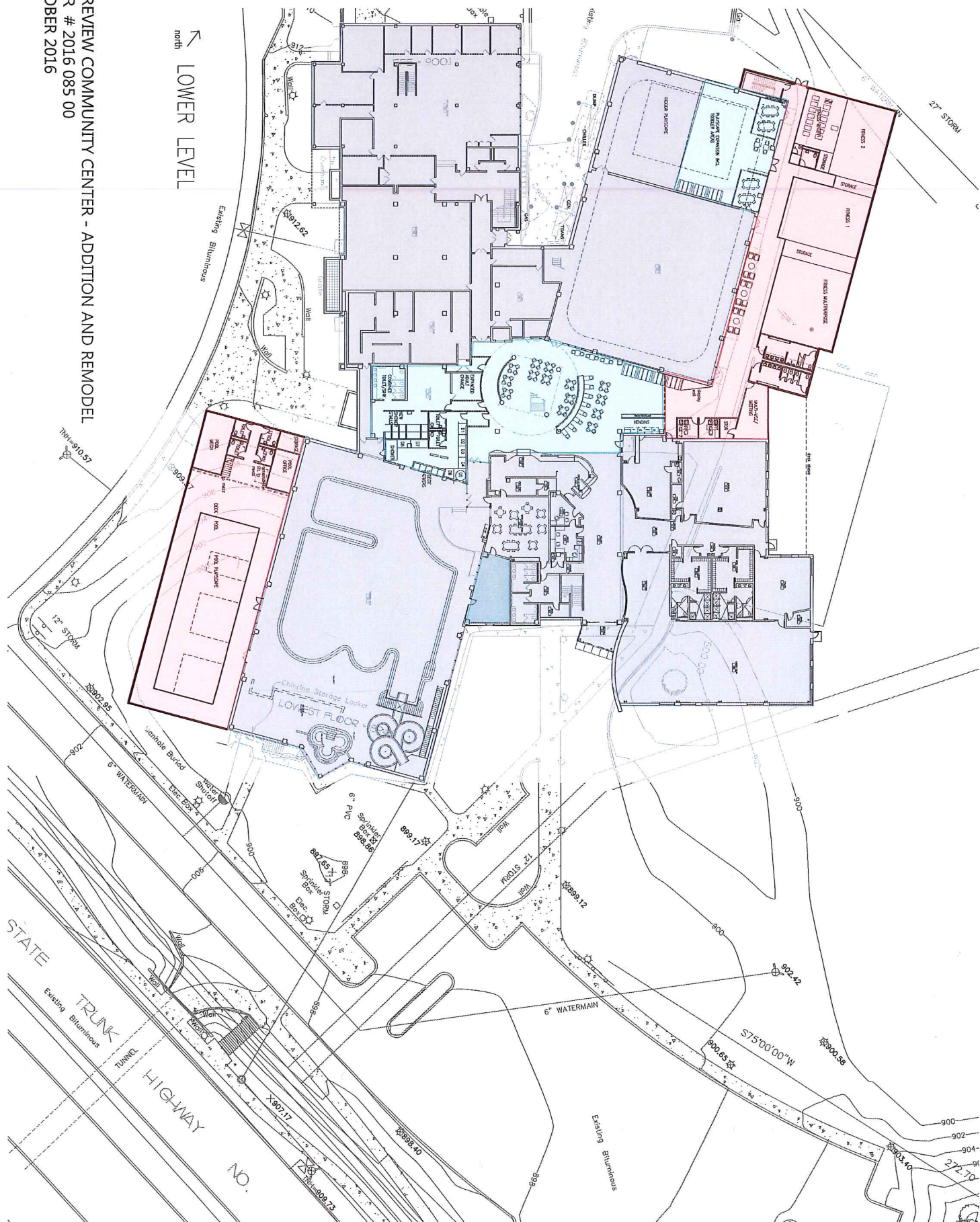
December 28, 2016

## Proposed Schedule



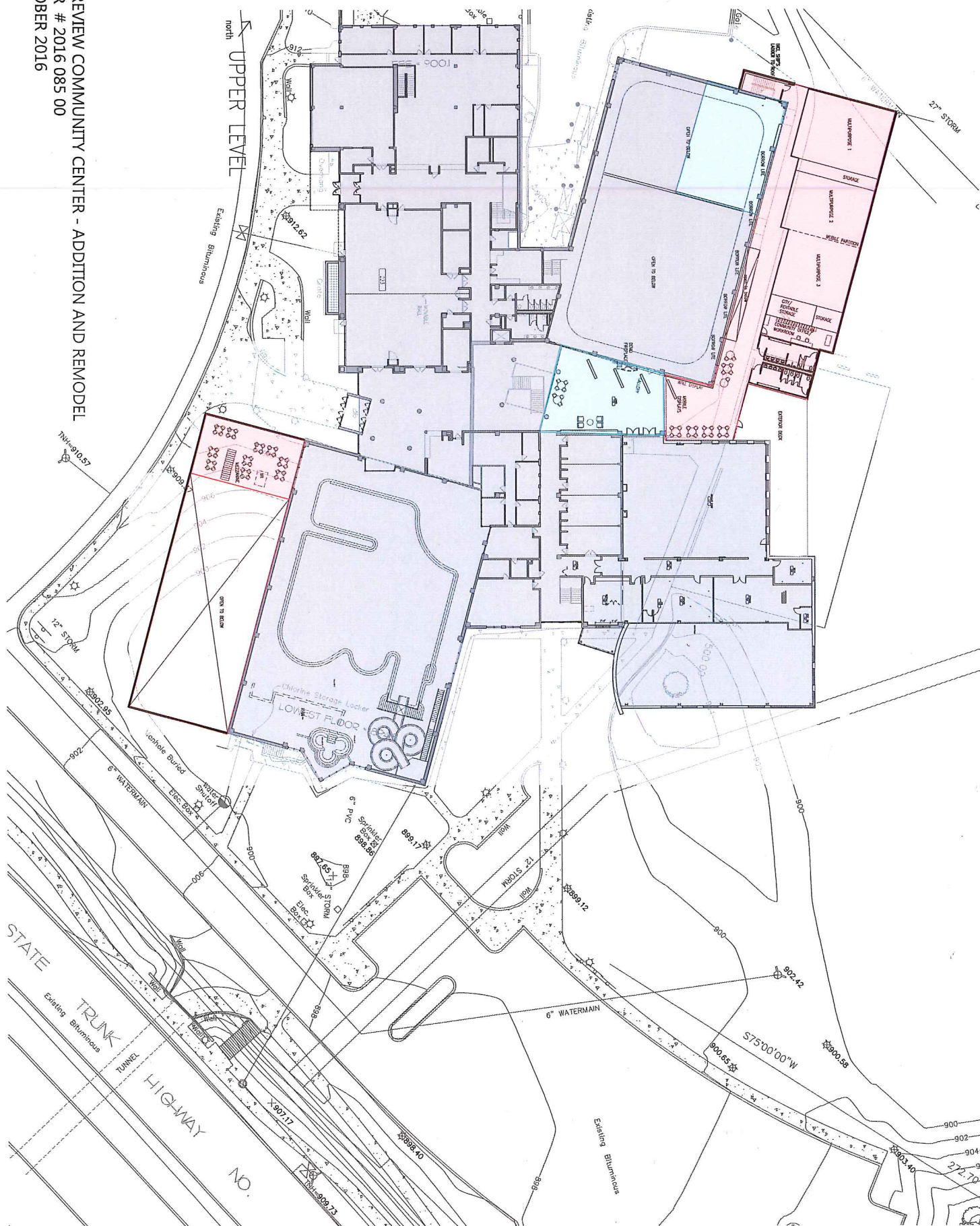


SHOREVIEW COMMUNITY CENTER - ADDITION AND REMODEL  
BWBR # 2016 085 00  
OCTOBER 2016





## OCTOBER 2016



## PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the City of Shoreview for the 2017 calendar year.

ROLL CALL:	AYES	NAYS
Denkinger	_____	_____
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Martin	_____	_____

Regular City Council Meeting  
January 3, 2017

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: AMY TRUHLAR  
DEPUTY CLERK**

**DATE: DECEMBER 27, 2016**

**SUBJECT: DESIGNATION OF LEGAL NEWSPAPER FOR THE 2017  
CALENDAR YEAR**

### **INTRODUCTION**

The City Council is being asked to designate a legal newspaper for the 2017 calendar year.

### **BACKGROUND**

Minnesota Statute 412.831 states that “the council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

Last year, the Shoreview-Arden Hills Bulletin was designated by the City Council as the city’s legal newspaper.

### **DISCUSSION**

Two quotes were submitted for the City Council’s consideration:

	<b><u>2016 rate</u></b>	<b><u>2017 rate</u></b>
Shoreview-Arden Hills Bulletin*	\$4.30 per column inch	\$4.52 per column inch
Shoreview Press	\$4.90 per column inch	\$5.05 per column inch

\* 2016 legal newspaper

In 2016, the city spent approximately \$2,200 for the cost of publishing legal notices.

The Shoreview Press is published on a bi-weekly schedule while the Shoreview-Arden Hills Bulletin is published weekly. Staff feels that the Shoreview-Arden Hills Bulletin better suits the needs of the City regarding the placement of timely legal notices.

During the last eight years, the Shoreview-Arden Hills Bulletin was selected as the City’s legal newspaper in 2009, 2012, 2013, 2014, 2015, and 2016, and the Shoreview Press was selected as the City’s legal newspaper for 2008, 2010, and 2011.

## **RECOMMENDATION**

Staff is recommending that the City Council designate the Shoreview-Arden Hills Bulletin as the legal newspaper for the 2017 calendar year.



# Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 5, 2016

Terry Schwerm  
City Manager  
Shoreview City Hall  
4600 Victoria St. N.  
Shoreview, MN 55126-5817

Dear Mr. Schwerm:

Thank you for the opportunity to bid on public notice publication services for the City of Shoreview. The *Bulletin* has been serving the needs of the Shoreview area for 41 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Shoreview area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Shoreview area residents look to the *Shoreview-Arden Hills Bulletin* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Bulletin* has the official designation of the neighboring communities of Arden Hills and New Brighton, along with Mounds View School District 621.

9 A.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:


legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$4.52 per column inch for a one-time publication  
\$4.46 per column inch for each additional publication

Thank you for considering the *Shoreview-Arden Hills Bulletin* as the official legal newspaper for the City of Shoreview for 2017. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 9, 2016

Ms. Amy Truhlar  
City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126

Dear Ms. Truhlar:

The *Shoreview Press* wishes to be considered as your official newspaper for 2017.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail your notices to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly labeling them as "Legal Notices."

There will be a slight increase in the rate for our legal notices this year due to increased costs in health care and paper. We are asking for \$5.05 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices for the Shoreview Press is every other Wednesday by 5:00 p.m. for the following Tuesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber  
Legal Notice Coordinator

LG:mp

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To reappoint the following individuals to their respective committees and/or commissions for terms expiring January 31, 2020.

**Bikeways and Trails Committee**

Ted Haaf  
Keith Severson  
Mark Stange

**Environmental Quality Committee**

Paige Ahlborg  
Lynne Holt

**Human Rights Commission**

Mark Hodgkinson  
Mary Yee Johnson  
Lisa Wedell Ueki

**Parks & Recreation Committee**

Athrea Hedrick  
Tom Lemke  
Charlie Oltman

**Planning Commission**

Kent Peterson

**Public Safety Commission**

Nicole Hertel

**ROLL CALL:**

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Denkinger

\_\_\_\_\_

\_\_\_\_\_

Johnson

\_\_\_\_\_

\_\_\_\_\_

Quigley

\_\_\_\_\_

\_\_\_\_\_

Springhorn

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\_\_\_\_\_

Martin

\_\_\_\_\_

\_\_\_\_\_



**TO: MAYOR AND COUNCIL**

**FROM: REBECCA OLSON**  
**ASSISTANT TO THE CITY MANAGER**

**DATE: JANUARY 3, 2017**

**SUBJECT: REAPPOINTMENTS TO CITIZEN ADVISORY COMMITTEES AND COMMISSIONS**

### **BACKGROUND**

In January of each year, the City Council reappoints members to citizen advisory committees and commissions. It has been past practice to reappoint members that wish to continue serving on their respective committee or commission except for the Planning Commission. Planning Commission members need to reapply for their positions after serving two full terms. When a member resigns or does not wish to be reappointed the vacancy is then advertised.

### **DISCUSSION**

The following is a summary of the committee and commission members that are seeking reappointment.

#### **Bikeways and Trails Committee**

The terms of Ted Haaf, Keith Severson and Mark Stange are expiring. All three have expressed an interest in being reappointed.

#### **Environmental Quality Committee**

Paige Ahlborg and Lynne Holt's terms are expiring at the end of January and both have expressed a desire to be reappointed. Lisa Shaffer-Schreiber is not seeking reappointment for her term ending on January 31, 2017.

#### **Human Rights Commission**

All three members whose terms expire in January are seeking reappointment. They include Mark Hodkinson, May Yee Johnson and Lisa Wedell Ueki.

#### **Parks and Recreation Committee**

Tom Lemke, Charlie Oltman and Athrea Hedrick are all interested in serving another term.

#### **Planning Commission**

Kent Peterson is interested in being reappointed to the Planning Commission. He has not yet served two full terms, therefore is not required to re-apply for the position. Deb Ferrington's term also expires but she is not seeking reappointment. Applications for the Commission are being accepted through December 31<sup>st</sup> and the Council will then need to schedule a date and time to conduct interviews.

**Public Safety Committee**

Nicole Hertel is seeking reappointment for her term ending in January. Henry Halvorson is not seeking reappointment and Gil Schroepfer has submitted his resignation as well.

**RECOMMENDATION**

It is recommended that the City Council consider the reappointments of the individuals listed on the motion sheet.

## PROPOSED MOTION

**MOVED BY COUNCILMEMBER** \_\_\_\_\_

**SECONDED BY COUNCILMEMBER** \_\_\_\_\_

To appoint the following individuals to represent the City of Shoreview on various organizations for the year 2017:

### **Fire Department Board of Directors**

Shoreview Board Members: \_\_\_\_\_  
\_\_\_\_\_

### **Fire Department Benefit Association**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

### **League of Minnesota Cities**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

### **Municipal Legislative Commission**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

### **Northeast Youth and Family Services**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

### **Ramsey County League of Local Governments**

Delegate: \_\_\_\_\_  
Alternate: \_\_\_\_\_

**Suburban Rate Authority**

Delegate: \_\_\_\_\_

Alternate: \_\_\_\_\_

**Metro Cities (Association of Metropolitan Municipalities)**

Delegate: \_\_\_\_\_

Alternate: \_\_\_\_\_

**Acting Mayor**

Delegate: \_\_\_\_\_

**ROLL CALL:    AYES                      \_\_\_\_\_ NAYS \_\_\_\_\_**

Denkinger

\_\_\_\_\_

\_\_\_\_\_

Johnson

\_\_\_\_\_

\_\_\_\_\_

Quigley

\_\_\_\_\_

\_\_\_\_\_

Springhorn

\_\_\_\_\_

\_\_\_\_\_

Martin

\_\_\_\_\_

\_\_\_\_\_

Regular Council Meeting  
January 3, 2017

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: AMY TRUHLAR**  
**DEPUTY CLERK**

**DATE: DECEMBER 28, 2017**

**SUBJECT: 2017 CITY COUNCIL APPOINTMENTS**

Each year, the City Council appoints representatives to serve as delegates to various organizations. While the City Council has typically designated Councilmembers as representatives, sometimes a staff member has been chosen.

Attached is a summary of each organization and the City Council's designated representatives during 2016. Also attached is the Council's policy regarding the election of the Acting Mayor. Based on the adopted Council policy, it would be Councilmember Cory Springhorn's turn to serve as Acting Mayor.

## **2016 COUNCIL APPOINTMENTS**

### **Lake Johanna Fire Department Board of Directors**

The seven-member Board of Directors is the governing body for the Lake Johanna Fire Department. The Board is responsible for hiring the fire chief, approving contracts, approving bills, and adoption of certain policies and procedures for the Department. The City of Shoreview has two members on the Board and Arden Hills and North Oaks have one member on the Board. Three members of the Board are elected by the membership of the Fire Department.

Shoreview Board Members: Emy Johnson  
Terry Schwerm

### **Fire Department Benefit Association**

The Association meets a few times each year to oversee fire pension business matters and review and approve any changes in pension rules or benefits.

Delegate: Emy Johnson  
Alternate: Terry Schwerm

### **League of Minnesota Cities**

Provides lobbying, training, staff support, insurance, investment, research, and benefit programs. Annual conference is usually in June and legislative policies are adopted in November.

Delegate: Ady Wickstrom  
Alternate: Cory Springhorn

### **Municipal Legislative Commission**

The Municipal Legislative Commission is a group of larger suburbs organized to lobby the Legislature on state aid, property taxes, and other legislative issues. In most cities, the Mayor serves as the representative to this organization. The City Manager serves on the MLC's operating committee and also attends all Board meetings. They normally meet three or four times per year.

Delegate: Sandy Martin  
Alternate: Terry Schwerm

### **Northeast Youth and Family Services**

This is a private non-profit agency that provides counseling and employment programs for youth and their families. This Board generally meets once a month.

Delegate: Cory Springhorn  
Alternate: Emy Johnson

### **Ramsey County League of Local Governments**

This organization consists of each of the local governments (city, county, and school district) in Ramsey County. They meet on a monthly basis. The meetings cover a variety of topics of interest to local governments.

Delegate: Terry Quigley  
Alternate: Cory Springhorn

### **Suburban Rate Authority**

This organization represents a large number of suburbs in utility rate and franchise issues including electric, gas, and telephone utilities. The Suburban Rate Authority meets quarterly. Since many of the issues involve items related to street lighting and water pumping utility rates, Public Works Director Mark Maloney has been attending the meetings.

Delegate: Mark Maloney  
Alternate: Terry Quigley

### **Metro Cities (Association of Metropolitan Municipalities)**

This organization is a service and lobbying organization for cities in the metropolitan area. They are officed in the same building as the League of Minnesota Cities, but the primary difference between the two is Metro Cities' involvement with the Metropolitan Council and the focus on metro issues.

Delegate: Ady Wickstrom  
Alternate: Rebecca Olson

### **Acting Mayor**

In accordance with State law, this must be done at the first meeting of the year. A member of the Council is chosen to serve as Acting Mayor to preside at meetings and otherwise act as Mayor when the Mayor is absent or unable to perform the duties of Mayor. The Council adopted a policy regarding the election of the Acting Mayor and according to those guidelines and the order of the rotation, it is Councilmember Springhorn's turn to be Acting Mayor.

Acting Mayor: Terry Quigley



## **COUNCIL POLICY REGARDING THE ELECTION OF THE ACTING MAYOR**

### **Requirements and Purpose**

At its first meeting of the year, the City Council is required by State law to elect an Acting Mayor who shall perform the duties of the Mayor in the event of disability or the absence of the Mayor. The Acting Mayor will also serve in the role of the Mayor if there is a vacancy in the position, until a successor is appointed.

The purpose of this policy is to establish guidelines for the election of the Acting Mayor. It is the intent of the Shoreview City Council to establish a rotation for the Acting Mayor position to allow all Council members to serve in this role.

### **General Guidelines**

1. Council members being considered for Acting Mayor should have at least two years of experience on the Shoreview City Council.
2. The Acting Mayor shall be appointed by the City Council at the first Council meeting in January as required by State law.
3. Council members shall rotate the position of Acting Mayor on an annual basis.
4. The order of the rotation shall generally begin with the Council member who has the longest tenure (total years) on the City Council, followed by the Council member with the second longest tenure, etc. In the event that two council members have served the same amount of time on the Council, a coin flip will determine who initially will serve as Acting Mayor.